Circulars to
Elementary School Inspectors
1962-1963

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (1), June, 1963.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Distribution of Maps of Ontario

The Department of Highways has provided the Department of Education with a number of sets of excellent large-scale maps of Ontario. Each set includes two maps in colour, one depicting Northern Ontario and the other, Southern Ontario. One set will be sent to you for use in your office within a few days. The Department of Education is grateful to the Department of Highways for making these maps available for our use.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, June 28, 1963.

Form Bldg. 8a
2M May 1963

Replacement of a Furnace or a Boiler in a School

Approval No.......Year......

The inspector is to submit one copy of this form with Form G60 and a plan to the Department of Education and one copy of this form and a plan to the Ontario Fire Marshal, 204 Richmond St. W. Toronto 1.

Board..........................

School.........................

Inspectorate...................

Inspector's Name...............

Address........................

To Whom It May Concern,

I hereby certify that the answers to the following questions are in the affirmative with the exception of any group (A to L) as indicated by circling the letter.

Date.............. Secretary.........................Address.........................

A. Will the furnace room be enclosed entirely by walls which (1) are constructed of studding covered on both sides with two layers of 5/8-inch gypsum board with taped and staggered joints (not lath and plaster, or cement asbestos board), or of at least 6" of masonry, (2) will extend to underside of floor or roof above (not just to underside of ceiling or joists), (3) are without holes or openings around pipes, ducts, or elsewhere, and (4) are without interior windows; and (5) will the room be so located that no part extends under stairs?

B. Will the roof or floor over the heating room (1) be constructed entirely of concrete (with no wood or steel supporting members) or will the heating room have a ceiling, with no holes or gaps, which consists of two layers of 5/8" gypsum board with taped and staggered joints, or of double lath and plaster, (not cement asbestos board), (2) which provides protection to all components (including beams, joists, etc.) of the floor or roof assembly over the entire furnace room area, and (3) will any wood or steel posts in the furnace room area be similarly protected on all sides?

C. Will the floor of the heating room be either concrete or earth?

D. Will the chimney (1) be either masonry or metal of type approved by Underwriters' Laboratory, (2) have all connections to it from heating appliances, entirely within the heating room, (3) be in good condition, that is no broken masonry or streaks of soot?

E. Will the doorways from the heating room to the interior, including crawl spaces, (1) be protected by hollow steel doors or solid core wood doors with steel cladding on all sides, (2) have doors with no plain glass nor more than 100 square inches of wired glass and (3) no louvres? (4) Will doors be equipped with self-closers and latching devices? (5) Will door frames be steel?

F. Will there be means of supplying the heating devices with air from the exterior of the buildings?

G. Will fuel oil tanks (if any) be buried beneath the ground? If not, will they (1) be supported by substantial non-combustible supports, (2) if inside, be located on lowest level of the school, (3) be either 5 feet from heating appliance or separated by construction similar to that indicated in paragraphs A and E? Will the capacity of indoor tanks be less than 500-gallons aggregate with no single tank exceeding 250-gallons capacity, or if they are larger, will they be totally enclosed, and separate from the furnace room, in the construction noted in paragraphs A, B, and E?

H. Will the coal bin (if any) (1) have walls and floors of non-combustible construction, (2) be dry, (3) be not adjacent to drains and (4) be free of pipes through the coal pile?

(SEE OVER)

L. If there is any duct work connected to the heating appliance will it be constructed entirely of non-combustible materials with a non-combustible lining?

M. Is the Board aware that combustible materials should not be stored near the heating appliance?

N. Will a recently charged fire extinguisher bearing Underwriters' Laboratories label be provided near the heating appliance? Will the fire extinguisher be of the appropriate type? (For oil or gas, extinguisher should be 10 lb. dry chemical or CO2 type; for coal or wood fired heating appliances should be $2\frac{1}{2}$ gallon water or soda acid type extinguisher).

NOTE 1. Add comments concerning items to which the answer is in the negative.

2. Mark the dimensions and the location of the heater, chimney and exits on this diagram.

ONTARIO

No. 1 (k), June, 1963.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Daily Register for Public and Separate Schools,
Principal's Monthly Report of Attendance (Form S.A. 3), and
School Year and Holidays (Form 94)

It would be appreciated if you would complete the form below and return it on or before June 15, 1963, to the Provincial School Attendance Officer, 559 Jarvis Street, Toronto 5, Ontario.

G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, June 6, 1963.

To: Provincial School Attendance Officer,
559 Jarvis Street,
Toronto 5, Ontario.

1. Number of Elementary School Registers required for September, 1963 (required for new classrooms only) ....
2. Number of pads of Principal's Monthly Report of Attendance (Form S.A. 3) (Note: 20 sheets to a pad) ....
3. School Year and Holidays (Form 94) (one for each teacher)..........

Name of Inspectorate...

Name of Inspector...

Address of Inspector...

Date.........................

ONTARIO No.1(j) May, 1963.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Public School Inspectorates

The following changes will be made in public school inspectorates, effective August 1, 1963:

1. The Town of Brampton will be removed from the Inspectorate of Peel No.1 and established as a municipal inspectorate to be known as Peel No.5 (Brampton Public School Board).

2. There will be transferred from Peel No.1 to Peel No.2:
   Township of Toronto Gore.

3. There will be transferred from Dufferin No.1 to Peel No.3, renaming the inspectorate Peel No.3 and Dufferin No.2:
   Township of East Garafraxa.

4. There will be established a new inspectorate to be known as Peel No.1, Halton No.5, Simcoe No.8 and York No.7, with office at Brampton.

5. There will be transferred from Peel No.3 and Dufferin No.2 to Peel No.1, Halton No.5, Simcoe No.8 and York No.7:
   Village of Bolton.

6. There will be transferred from Halton No.4 and Wentworth No.2 to Peel No.1, Halton No.5, Simcoe No.8 and York No.7:
   Town of Acton.

7. There will be transferred from Simcoe No.3 to Peel No.1, Halton No.5, Simcoe No.8 and York No.7:
   Township of Adjala,
   Village of Tottenham.

8. There will be transferred from York No.3 to Peel No.1, Halton No.5, Simcoe No.8 and York No.7:
   Village of Woodbridge.

9. There will be established a new inspectorate to be known as Simcoe No.4 and Grey No.4, with office at Collingwood.

10. There will be transferred from Grey No.3 to Simcoe No.4 and Grey No.4:
    Township of Osprey.

11. There will be transferred from Simcoe No.5 to Simcoe No.4 and Grey No.4:
    Township of Nottawasaga,
    Towns of Collingwood and Stayner.

12. There will be transferred from Simcoe No.7 to Simcoe No.5:
    Township of Sunnidale,
    Village of Wasaga Beach.

13. Ontario No.3 will be removed from the Inspectorate of Simcoe No.2 and Ontario No.3 and added to the Inspectorate of Simcoe No.5, renaming the inspectorate Simcoe No.5 and Ontario No.3.

14. The City of Stratford will be removed from the Inspectorate of Perth No.2 and City of Stratford and established as a municipal inspectorate.

15. Perth No.3 will be removed from the Inspectorate of Huron No.3 and Perth No.3 and added to the Inspectorate of Perth No.2.

16. There will be transferred from Perth No.1 to Perth No.2:
    Township of South Easthope.

17. The supervision of the bilingual classes in the City of Welland will be transferred to the inspector in charge of Niagara Falls Separate School Division No.2.

18. Wentworth No.3 will be removed from the Inspectorate of Lincoln No.1 and Wentworth No.3 and added to the Inspectorate of Wentworth No.1.

19. There will be transferred from Lincoln No.1 to Welland No.1 and Haldimand No.2, renaming the Inspectorate Welland No.1, Haldimand No.2 and Lincoln No.3:
    Townships of Caistor, Clinton and Gainsborough.

20. There will be transferred from Welland No.1, Haldimand No.2 and Lincoln No.3 to Welland No.2:
    Village of Fonthill.

21. There will be transferred from Welland No.1, Haldimand No.2 and Lincoln No.3 to Welland No.3:
    Township of Wainfleet.

22. There will be transferred from Welland No.2 to Welland No.3:
    Township of Humberstone.

23. There will be transferred from Welland No.3 to Welland No.5:
    Township of Bertie,
    Village of Crystal Beach.

24. The Inspectorate of Welland No.5 will be renumbered Welland No.4.

25. There will be established a new inspectorate to be known as Algoma No.5, with office at Sault Ste. Marie.

26. There will be transferred from Algoma No.1 to Algoma No.5:
    S.S. No.1 Aweres, S.S. No.1 Franz, S.S. No.6 Michipicoten, S.S. No.1 St.Julien,
    U.S.S. No.2 Fenwick, Aweres, Pennefather and Vankoughnet, U.S.S. No.1 Fisher and
        Herrick, U.S.S. No.1 Martin and Carney, U.S.S. No.1,1,2 Ryan, Kincaid and
        Herrick, U.S.S. No.1 Townships 27 and 28,
    Deroche, Jarvis, Hodgins, Gaudette and Shields T.S.A.,
        Fenwick, Haviland and Vankoughnet T.S.A., Korah T.S.A., Michipicoten T.S.A.,
    White River Improvement District.

27. There will be transferred from Algoma No.3 to Algoma No.1:
    Hilton Beach T.S.A., Jocelyn and St.Joseph T.S.A., Johnson T.S.A., Tarbutt T.S.A.

28. Cochrane No.3 will be transferred from the Inspectorate of Temiskaming No.1 and Cochrane No.3 to the Inspectorate of Cochrane No.2, Algoma No.2 and Sudbury No.5.

29. There will be established a new inspectorate to be known as Cochrane No.3, with office at Timmins.

30. There will be transferred from Cochrane No.1 to Cochrane No.3:
    Townships of Calvert and Newmarket,
    Town of Iroquois Falls.

31. There will be transferred from Cochrane No.2, Algoma No.2 and Sudbury No.5 to Cochrane No.3:
    Townships of German, Matheson, Evelyn, Hoyle, Whitney, Tisdale, and Shaw.

32. There will be transferred from Temiskaming No.2 to Temiskaming No.1:
    Townships of Chamberlain and Marter.

33. There will be established a new inspectorate to be known as Nipissing No.5, with office at North Bay.

34. There will be transferred from Nipissing No.2, Parry Sound No.1 and City of North Bay to Nipissing No.5:
    Townships of Caldwell, Commanda, Beaucage, Pedley, Ferris East, Ferris West, Gibbons, Joan, Phyllis, Lyman, McPherson, Kirkpatrick, Ratter, Dunnet, Crerar, Hugel, Springer, Strathy, Cassels, Riddell, Chambers, Briggs, Strathcona, Widdifield,
    Towns of Cache Bay and Sturgeon Falls,
    R.C.A.F. Paul Davoud School.

35. There will be transferred from Thunder Bay No.3 to Thunder Bay No.1:
    McIntyre T.S.A.

36. There will be transferred from Thunder Bay No.1 to Thunder Bay No.2:
    Improvement District of Dorion,
    S.S. No.1 Lyon,
    Stirling and Lyon T.S.A.

37. There will be transferred from Thunder Bay No.3 to Thunder Bay No.2:
    McGregor T.S.A., McTavish T.S.A., Neebing T.S.A., Sibley T.S.A.

38. There will be transferred from Thunder Bay No.1 to Thunder Bay No.3:
    S.S. No.1 Caramat, S.S. No.1 Hillsport, S.S. No.1 Manitou, S.S. No.1 Pic River, S.S. No.1 Stevens,
    Manitowadge T.S.A.

39. There will be transferred from Thunder Bay No.2 to Thunder Bay No.3:
    S.S. No.1 Allanwater, S.S. No.1 Armstrong, S.S. No.1 Auden, S.S. No.1 Kowkash, S.S. No.1 Ombabika, S.S. No.1 Savant Lake,'
    Improvement District of Nakina.

40. There will be transferred from Thunder Bay No.4 and Rainy River No.2 to Thunder Bay No.3:
    S.S. No.1 Crooks, S.S. No.4 Gillies, S.S. No.1 Pearson, S.S. No.2 Scoble,
    U.S.S. No.3 Pearson and Fraleigh,
    Blake T.S.A., Gillies, Pearson and Scoble T.S.A., Gillies T.S.A., Lybster, South Marks and Strange T.S.A., O'Connor T.S.A., Pardee T.S.A.

41. There will be transferred from Thunder Bay No.2 to Thunder Bay No.4 and Rainy River No.2:
    U.S.S. No.2 Forbes and Goldie,
    Conmee T.S.A., Dawson Road, Forbes and Goldie T.S.A., Forbes and Ware T.S.A., Gorham and Ware T.S.A., Oliver T.S.A., Ware and Dawson Road T.S.A.

G.A. Pearson

Superintendent of Elementary Education.

TORONTO 2, June 7, 1963.

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Circular 671

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum

Re Certification of Teachers to Teach French to English-Speaking Pupils in the Elementary Schools

The Minister of Education announces a method by which certain teachers may become certificated to teach French only, to English-speaking pupils in the elementary schools.

1. Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4 (French Only)

This new basic certificate, which is valid for five years from the date of issue, may be granted to a teacher,

(a) whose academic and professional training was obtained outside the Province of Ontario;

(b) who is eligible to receive a Letter of Standing having the force of an Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4, valid for one year in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study; and

(c) who indicates in writing to the Deputy Minister that he desires to teach French only, to English-speaking pupils in an elementary school during the current or the next school year.

The Interim certificate may be made Permanent after at least two years (i.e., in the case of a part-time teacher, 400 full days) of successful teaching of French only, in a school in which the certificate is valid.

2. Proceeding from an Elementary-School Teacher's Certificate, Standard 1,2,3 or 4 (French Only) to an Elementary-School Teacher's Certificate, Standard 1,2,3 or 4

Where a teacher submits to the Deputy Minister,

(a) his Permanent Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4 (French Only); and

(b) evidence that he has passed the final examinations of the One-year Course in English I, English II, and science at a Teachers' College other than the University of Ottawa Teachers' College and the Sudbury Teachers' College,

he will be granted an Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3 or 4, valid in elementary schools attended by English-speaking pupils.

(over)

3. Interim Second Class Certificate (French Only)

This new basic certificate may be granted to a teacher,

(a) whose academic and professional standing was obtained outside the Province of Ontario;

(b) who is eligible to receive a Letter of Standing having the force of an Interim Second Class Certificate, valid for one year in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study; and

(c) who indicates in writing to the Deputy Minister that he desires to teach French only, to English-speaking pupils in an elementary school during the current or the next school year.

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he will be granted an Interim Second Class Certificate, valid in elementary schools attended by English-speaking pupils.

F. S. Rivers

Chief Director of Education

TORONTO, June 3, 1963

Circular 671

ONTARIO

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F. S. Rivers

Chief Director of Education

TORONTO, June 3, 1963

ONTARIO

No.1(i), May, 1963.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS AND TEACHERS' COLLEGE STAFFS

Re: Regional Conferences of Inspectors and Teachers' College Staffs, 1963-64

1. The dates selected for the conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges are as follows:

    Mon. & Tues., Nov. 4 and 5 - Lakeshore
    Wed. & Thurs., Nov. 6 and 7 - Toronto
    Mon. & Tues., Nov.18 and 19 - Hamilton
    Thurs. & Fri., Nov.21 and 22 - Stratford
    Mon. & Tues., Nov.25 and 26 - Peterborough
    Thurs. & Fri., Nov.28 and 29 - Ottawa and U. of Ottawa at Ottawa
    Thurs. & Fri., Dec. 5 and 6 - Windsor
    Mon. & Tues., Dec. 9 and 10 - London
    Wed. - Fri., Jan.29,30,31 - Lakehead
    Wed. - Fri., Feb.5,6,7 - Sudbury and North Bay at North Bay

2. On the morning of the first day of each conference, after a short combined meeting during which the members of the conference group will be welcomed by the principal of the College and new members will be introduced, the Inspectors and the members of the Teachers' College Staff will meet separately. Beginning on the afternoon of the first day the two groups will meet together.

3. The programme for the morning and afternoon of the first day will be planned entirely by the officials of the Department. Representatives of the Special Educational Services Branch will accept responsibility for the programme on the afternoon of the first day at each of the conferences. The philosophy and basic administrative practices of the Special Educational Services Branch will be presented and opportunity will be offered for discussion.

4. The programme for the remainder of the conference will be planned entirely by the executive of the conference concerned. At an early date in September the names and addresses of the inspectors assigned to each conference area will be sent to each secretary. The names of the Teachers' College Staff members will be available from the principal concerned. It will be appreciated if each secretary will forward to each of the undersigned six copies of the programme planned by the local executive, several days ahead of the conference date.

C.A. Mustard
Superintendent of Teacher Education.

G.A. Pearson
Superintendent of Elementary Education.

TORONTO 2, May 24, 1963.

Form T8
5M - Apr. 63-907
Instructions
re Transportation

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO INSPECTORS OF ELEMENTARY AND SECONDARY SCHOOLS AND SECRETARIES OF SECONDARY-SCHOOL BOARDS.

INSTRUCTIONS RE TRANSPORTATION AGREEMENTS FOR THE SCHOOL YEAR — SEPTEMBER — 1963 — JUNE 1964

1. Agreement Form T1

(1) Copies of the Agreement are to be prepared as follows:
One copy for the operator, one copy for each School Board concerned, and one copy for each elementary school inspector concerned.

(2) Do not forward a copy of the Agreement to the Department of Education unless you are requested to do so.

(3) Agreements should be made on a school year basis. A Secondary School Board may, with the approval of the Ontario Municipal Board, make an agreement for a longer period, not exceeding five years.

(4) The secretary of the School Board will identify each agreement and route with a number.

2. (a) Report of Pupils Transported — Form T9

This form is to be completed by the secretary of the Board that supplies the transportation and the principal of the school to which the pupils are transported. The principal will record the shortest distance by road from the school to each child's home, not the distance that he travels on the bus, and the name of each pupil who was enrolled and for whom transportation was supplied during the month of September and where a route is established after September for the first month that the route was in operation.

(b) Summary of Transportation Routes — Form T11

The elementary-school inspector shall complete this form in **duplicate** and attach **one** copy to the copy of Form G16 which is to be forwarded to the Department. The secretary of the Secondary School Board shall complete this form in **triplicate** and forward **two** copies to the Department along with form G16.

Where the Board operates the vehicle insert an **estimated** cost per day for each route.

3. Application for Approval — G16

Prepare one application for each board for each school year summarizing all of the transportation provided by the Board for all routes that operate in September. Prepare additional applications for additional pupils on new routes that commence later than September during the school year. The elementary school inspector will identify each application for a Board in his inspectorate with a number.

In the case of a Secondary-School Board, the secretary will complete **four** copies of Form G16. He will send **three** copies of this form to the Department of Education along with the List of Pupils for the agreements that are reported on Form G16. Upon approval, one copy of Form G16 will be returned to the secretary.

In the case of elementary schools, the inspector will complete **three** copies of Form G16 and forward **two** copies of this form to the Department of Education along with the List of Pupils for the agreements that are reported on Form G16. One copy will be returned to the inspector. The inspector will send a copy of the approval to each school board concerned.

4. The Approval of the maximum cost of transportation that will be eligible for grant.

(1) One copy of the application will be returned to the inspector or to the secretary of the secondary school board by the Department after approval has been granted.

(2) Approvals will be given on a school year basis.

(3) The Department does not approve a transportation contract. It establishes a maximum on the approved cost of transportation that will be eligible for grant in each school term for each board. The maximum depends upon the distance that each child who is transported resides from the school which he attends.

5. Conditions of Approval

The cost of transportation is approved for purposes of legislative grant on condition that:

(a) any vehicles used for the transportation of pupils are properly licensed;

(b) the operator meets in all respects the requirements of the Highway Traffic Act, The Public Vehicles Act and the regulations thereunder;

(c) The operator has forwarded to the inspector, in the case of Elementary-School Boards, or to the secretary, in case of Secondary-School Boards, proof of having had a chest x-ray taken as provided in Circular X-Ray: 1;

(d) parents, who are resident, have not contributed except by taxation;

(e) the motor vehicle used is a passenger car, station wagon, bus, or other motor vehicle which has been designed and built by the manufacturer for the conveyance of passengers.

6. General Provisions

(1) Identify each permanently crippled child by the word "orthopaedic". If he resides within two miles of an elementary school classify him as one who resides two miles from school. It should be noted that an elementary school pupil for whom an orthopaedic unit has been approved by the Auxiliary Education Division should not be listed on Form T8 since he will not be travelling by a school bus. Since there is no provision for orthopaedic units for a secondary school board, the transportation of permanently disabled students who are transported by a secondary school board will be approved at a maximum of two dollars per day.

(2) Where a pupil rides on two or more vehicles or a feeder route he shall be counted only once and the distance will be the shortest distance from home to the main bus line and the shortest distance from the point of pick up on the main line to school.

(3) The approved cost per month for regular transportation will be 20 times the approved cost per day; and, for Industrial Arts and Home Economics, 4 times the approved cost per day. If the service is for part of a school term, the number of days that the service will be given shall be stated.

(4) Report the use of a boat or a snowmobile on a route under the space for comments on Form G16.

7. **Calculations of the maximum approved cost of transportation that will be eligible for grant.**

The maximum approved cost of transportation for a board will be determined by applying the following rates to the pupils who are transported during the first month that the pupils were transported to the school in the current school year. The maximum approved cost is given in cents per pupil per school day.

Shortest distance from home to school (Classify an orthopaedic pupil as residing more than 2 miles from school)	Pupils residing in an urban municipality with a population of 5000 or more or in a township with a population of 50,000 or more	Pupils residing in a rural or an urban municipality located in a county except those in municipalities designated in column 2	Pupils residing in a territorial district except those in municipalities designated in column 2
Schedule 1 — Transportation under contract with an operator or by payment of a fare			
Col. 1	Col. 2	Col.3	Col. 4
Less than 2 miles	—	10	10
2 miles but less than 4	25	30	35
4 miles but less than 6	25	50	55
6 miles or more	25	70	75
	Rates for 9 miles or more apply to secondary pupils only		
9 miles but less than 12	25	80	85
12 miles or more	25	90	100
SCHEDULE 2 — Transportation in a vehicle owned by the School Board			
Less than 2 miles	—	10	10
2 miles but less than 4	25	25	30
4 miles but less than 6	25	35	40
6 miles or more	25	45	50
	Rates for 9 miles or more apply to secondary pupils only		
9 miles but less than 12	25	55	60
12 miles or more	25	65	70

8. **Apportioning costs between Boards, vehicles, trips, and various purposes.**

(1) Where more than one Board is concerned in the contract, the apportionment of the cost and of the pupils among the Boards concerned shall be indicated on the contract.

(2) Where more than one vehicle is used to fulfil the contract, the number of pupils and the mileage for each vehicle shall also be indicated.

(3) Where more than one trip is made with one vehicle during any half day, each trip shall constitute a route and the mileage and pupils shall be recorded for each route separately.

(4) Where a Board furnishes transportation to elementary and secondary schools, the actual and approved cost shall be divided on the basis of the pupils transported to each type of school unless satisfactory reasons are given for some other apportionment.

9. **Reimbursement of the cost of transporting elementary-school pupils who reside outside a school section or separate-school zone in the territorial districts.**

The number of these pupils and the cost of transporting them shall be shown on a separate application form. Where the approved cost is not equal to the total cost, the School Board may by agreement charge the balance of the cost to the parent, who in this case pays no school tax. Form G92 is to be used in applying for reimbursement to the board of the approved cost of transportation.

10. The approved cost of a school bus purchased by a board.

Expenditures made from the current funds or debentures for the purchase of buses may be approved up to the lesser of the actual cost or an amount equal to $155 multiplied by the seating capacity of the bus. The seating capacity for pupils is calculated at thirteen inches per pupil. The trade-in allowance of a used vehicle is deductible. Tenders stating the specification of the vehicle(s) should be called. The approval of the expenditure should be secured from the Deputy Minister before the purchase is made. The term of a debenture issued for the purchase of a bus should not exceed five years.

11. Notes for School Boards.

(1) The secretary of the school board is advised to keep a record of the driver and vehicle except in the case of chartered public routes.

Driver — Name, address, phone, date of x-ray, chauffeur's license and salary if the driver is employed by the board.

Vehicle — Make, model, year, seating capacity, vehicle licence no., school bus licence no., amount of liability insurance carried, examiner for mechanical fitness, date of examination every six months.

If the vehicle is owned by the board, record the mileage daily and the expenditures for gas, oil, tires, insurance and repairs.

(2) The privilege of operating a new school bus route and the transfer of that privilege to another operator is controlled by the Ontario Highway Transport Board. Therefore, a School Board should reconsider each of its transportation agreements not later than June 30th each year and provide for any necessary change in the operation for the next school year.

(3) The School Board should take an active interest in safety. This includes the condition of the vehicles, the reliability of the operator, and the discipline of of the pupils. The Board and the operator should be familiar with The Public Vehicles Act and the Regulations thereunder.

(4) A film entitled "Safety on our School Bus" is available on loan, free of charge from the Audio-Visual Branch of the Department of Education, 559 Jarvis St., Toronto.

(5) Every possible effort should be made to arrange routes so that no pupil will have to walk more than one mile to the bus or to ride a total of more than twenty-five miles from his home to school.

(6) A School Board is advised to secure liability insurance because it is possible that a board might be charged as a master if the court considers that the operator of the vehicle is acting as a servant of the board and an accident occurs in which a pupil is injured on the way to or from school.

12. Notes for operators.

(1) The contractor shall secure a School Bus Operating Licence and a School Bus Vehicle Licence for each vehicle from the Motor Vehicles Branch of the Department of Transportation, Parliament Buildings, Toronto 2, Ontario. This does not apply on a licenced route for a company that holds a public commercial vehicle licence for that route.

(2) A driver of a school bus is required to hold a chauffeur's licence endorsed by the Department of Transport for the operation of a school bus.

(3) The Motor Vehicles Branch of the Ontario Department of Transport requires a certificate of mechanical fitness of the vehicle to be used by the operator to be signed by an authorized licenced mechanic who examined the vehicle. This certificate is required at the time that the licence is issued or renewed and again six months thereafter.

H. E. Elborn
Deputy Minister of Education

C. W. Booth
Deputy Minister of Education

Toronto, May 15, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.1(f) May, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Separate School Inspectorates

A The following changes will be made in English separate school inspectorates, effective August 1, 1963:

1. There will be established a new inspectorate to be known as Kenora Division, with office at Kenora.

2. There will be transferred from Port Arthur Division No.1 to Kenora Division:
   Townships of Jaffray-Melick, Morley, Red Lake,
   Improvement District of Sioux Narrows,
   Towns of Dryden, Fort Frances, Keewatin, Kenora, Rainy River, Sioux Lookout,
   Inspection of Indian Schools at Fort Frances Residential, Kenora Residential, McIntosh Residential, Northwest Bay, Sabaskong, Whitefish Bay.

3. There will be transferred from Port Arthur Division No.2 to Port Arthur Division No.1:
   Improvement Districts of Beardmore, Long Lac, Nakina, Red Rock,
   Township of Shuniah,
   Town of Geraldton,
   Inspection of Indian Schools at Aroland, Gull Bay, Long Lac, Mission Bay, Mountain Village.

4. There will be established a new inspectorate to be known as Toronto Division No.12, with office at Toronto.

5. There will be transferred from Toronto Division No.3 to Toronto Division No.12:
   St. Basil School.

6. There will be transferred from Toronto Division No.5 to Toronto Division No.12:
   Holy Spirit School, Our Lady of Wisdom School, St. Dunstan School, Immaculate Heart School.

7. There will be transferred from Toronto Division No.7 to Toronto Division No.12:
   Our Lady of Assumption School, St. Margaret School, St. Paschal Baylon School.

8. There will be transferred from Toronto Division No.8 to Toronto Division No.12:
   St. Aloysius School, Holy Cross School, Canadian Martyrs School.

9. There will be transferred from Toronto Division No.10 to Toronto Division No.12:
   Our Lady of Perpetual Help School.

10. There will be transferred from Toronto Division No.1 to Toronto Division No.10:
   St. Patrick School, De La Salle (St. Paul) School.

11. There will be transferred from Toronto Division No.10 to Toronto Division No.1:
    St. Brigid School.

12. There will be transferred from Toronto Division No.7 to Toronto Division No.8:
    St. Jude School.

B The following changes will be made in Bilingual separate school inspectorates, effective August 1, 1963:

1. There will be established a new inspectorate to be known as Niagara Falls Division No.2, with office at Niagara Falls.

2. There will be transferred from Toronto Division No.6 to Niagara Falls Division No.2:
   Township of Humberstone,
   and the inspection of the **bil**ingual classes in the following:
   Town of Port Colborne,
   Cities of Hamilton, Niagara Falls and St. Catharines.

3. There will be transferred from Sturgeon Falls Division No.1 to Sturgeon Falls Division No.2:
   Township of Crerar.

4. There will be transferred from Sturgeon Falls Division No.2 to Sudbury Division No.2:
   Town of Coniston.

5. There will be transferred from Windsor Division No.2 to Belle River Division:
   Townships of Rochester and Tilbury West.

6. There will be transferred from Belle River Division to Windsor Division No.2:
   Township of Sandwich East.

G.A.Pearson

Superintendent of Elementary Education.

TORONTO 2, May 31, 1963.

ONTARIO

No. 1 (h), May, 1963.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Forms for use where transportation is supplied by Elementary School Boards

A copy of Form T8 - Instructions re Transportation which has been revised for 1963-64 is enclosed.

Forms T1, T9, T11 and G16 which were printed in 1960 and 1961 continue in use.

Kindly complete and return the order form which is below, for your supply for the school year 1963-64.

G. A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, May 16, 1963.

------------------------------Tear here------------------------------

1963.

Superintendent of Elementary Education,
Department of Education,
Parliament Buildings, Toronto 2, Ontario.

Dear Sir:

Kindly forward the following forms:

Quantity	Form
________	T1 - Agreement for Transportation
________	T8 - Instructions re Transportation
________	T9 - List of Pupils
________	T11 - Summary of Routes
________	G16 - Application for Approval of Transportation

Yours truly,

Inspectorate.............................. Inspector.........................

Address.........................

ONTARIO

DEPARTMENT OF EDUCATION

No.1(g) May, 1963.

MEMORANDUM TO THE INSPECTORS

A Unauthorized School Visitors

1. From time to time the Department learns of salesmen who visit schools, and, after trying to leave a vague impression that they are connected with the Department, attempt to sell books or teaching aids to the teachers. The latest report is that the unauthorized visitor states that she will be giving some I.Q. tests as part of a survey in classrooms taught by beginning teachers.

2. The Inspectors are asked to make special reference to this matter in the first circular that is sent to teachers in September. It is important that all teachers, and particularly those who are beginning duty for the first time in September, 1963, be advised that unauthorized visitors are not to be admitted to the school. Any representative of the Department who may be visiting schools will do so only with the full knowledge of the inspector.

B Publications of the Department of Lands and Forests

The Department of Lands and Forests has advised this Department of two new publications entitled Lumber in Ontario and Pulp and Paper in Ontario. Both of these booklets would be useful for pupils in the elementary schools and requests from school principals can be filled for two copies of each for each Grade 6, 7 and 8 class. Principals who wish to obtain these booklets should forward their requests directly to the Information Section, Operations Branch, Department of Lands and Forests, Parliament Buildings, Toronto.

G. A. Pearson

Superintendent of Elementary Education.

TORONTO 2, May 16, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: Annexation by an urban municipality of all or part of a township school area or of a combined separate school zone

It has been drawn to our attention that the official records of township school areas and combined separate school zones are incomplete where they have been altered by an annexation. A complete report is to be forwarded from each elementary school inspectorate on or before May 31.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, May 8, 1963.

1. Inspectorate . . . .

2. Inspector . . . .

3. Name each urban municipality in or adjoining your inspectorate that has annexed part or all of a township school area or a combined separate school zone during the past fifteen years. (If not applicable, kindly indicate).

. . . .

4. Name of TSA or CRCSZ affected by annexation	Original section or zone numbers	Original sections or zones annexed in total	Original sections or zones annexed in part and including the school building or school site

✓ Mr Bishop
Miss LeBelle file
Circ Elem Insp

ONTARIO

DEPARTMENT OF EDUCATION

No.1(d), April, 1963.

MEMORANDUM TO THE INSPECTORS

Re: Teachers Acting as Agents or Salesmen

1. The Department recognizes and appreciates the high ethical standards maintained by most teachers and the co-operation of the Ontario Teachers' Federation and its affiliates in maintaining such standards. However some exceptions on the part of individual teachers have recently been brought to the attention of the Department, and it has been considered necessary that the following directive be issued.

2. The Department considers that it is unethical for a teacher to take advantage of his position to sell any materials, books, maps, globes or any teaching aids to pupils or to parents of pupils of the school or schools in which he is teaching, or of schools in neighbouring areas where he is known and respected as a teacher and where this fact would give him an unfair advantage because of his position of trust.

3. Each inspector is hereby directed to advise each teacher in his inspectorate that this conduct is considered to be unethical and improper, and to warn each teacher who may be engaged in this practice that he is to desist from so doing. It will be the responsibility of each inspector to report to the Department on each case where a teacher has been given fair warning and has continued with such activity.

4. Each inspector is hereby directed not to supply to commercial firms the names of teachers who may be considered for such activity either during the school year or during the vacation period.

5. Each inspector in charge of an elementary school inspectorate is asked to report to this office by May 31 that all elementary school teachers in his inspectorate have been warned of this unethical conduct and the date thereof, and also, either that there are no cases to report to the best of his knowledge and belief, or the names and addresses of those teachers who have been given special warning because of this unethical conduct, and the date thereof.

6. It is essential that the co-operation of inspectors be given in this matter as the validity of a teacher's certificate is endangered if the warning that the inspectors are herein directed to give, is not heeded.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, April 30, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (b) March, 1963.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

Re: National Wild Life Week, April 7-13, 1963.

1. An Act of the Canadian Government in 1947 fixed the full week that includes April 10 as National Wild Life Week. One of the underlying functions of the recognition of this special week is to stimulate public interest in nature and to develop an appreciation of the value of the conservation of wild life.

2. National Wild Life Week is a memorial to Jack Miner whose birthday was on April 10. This period of the year is an appropriate time to study Canada's natural resources and the value of bird life, as the birds will then be returning to Canada from the south to nest and raise their young.

3. The inspectors are asked to advise teachers of this special week and to ask them to give consideration to those topics in the Programme of Studies which might receive special attention during this week.

G A Pearson

Superintendent of Elementary Education.

Toronto 2, March 22, 1963.

I-1-63-10M

ONTARIO

DEPARTMENT OF LANDS AND FORESTS

LIST OF NATURAL SCIENCE BOOKLETS AND THEIR SOURCE

Meet the Wildlife of Ontario's Outdoors

Ontario Department of Lands and Forests, Parliament Buildings, Queen's Park, Toronto, Ontario. 32 pages. Illustrated in colour. Price .35¢. (Make remittance payable to The Treasurer of Ontario).

Canadian Mammals - By: Austin W. Cameron

Department of Northern Affairs and National Resources, Ottawa, Ontario. 80 pages and index. Illustrated black and white. Price .50¢.

Some Canadian Birds - By: W. Earl Godfrey.

Department of Northern Affairs and National Resources, National Parks Branch, Ottawa. 44 pages. Illustrated black and white. Price .35¢.

The Red Fox

National Museum of Canada, Ottawa. 4 pages. Distribution map. Illustration. Price .05¢.

The Timber Wolf

National Museum of Canada, Ottawa. 4 pages. Distribution map. Illustration. Price.05¢.

The Muskox

National Museum of Canada, Ottawa. 4 pages. Distribution map. Illustration. Price .05¢.

The Polar Bear

National Museum of Canada, Ottawa. 3 pages. Distribution map. Illustration. Price .05¢.

72 New Bird Houses and Feeders, You Can Make - By: Hi Sibley.

General Publishing Company, 222 Adelaide St. W., Toronto, Ontario. Price $1.85.

Ontario's Big Game, The Deer Family - By: R.L. Peterson.

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. 16 pages. Price .30¢.

The Hawks and Owls of Ontario - By: L.L. Snyder. (Revised Edition).

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. 47 pages. Price.25¢.

From Egg to Tadpole to Frog - By: E.B.S. Logier.

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. 15 pages. Price .10¢.

Spiders - By: T.B. Kurata.

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. 33 pages. Price.40¢.

About Birds in Winter - By: L.L. Snyder.

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. Leaflet. Price .10¢.

Bats - By: P.M. Oughton.

Life Sciences Division, Royal Ontario Museum, Queen's Park, Toronto, Ontario. Leaflet. Price .10¢.

Teacher's Guide to Forest Conservation

Ontario Department of Lands and Forests, Parliament Buildings, Queen's Park, Toronto, Ontario. 40 pages. Illustrated. Teachers only. Free.

Hon. A. Kelso Roberts, Q.C.
Minister

F.A. MacDougall
Deputy Minister

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(a), February, 1963.

MEMORANDUM TO THE INSPECTORS

1. Mailing Lists of Teachers

From time to time reports are received in the Department of inspectors receiving, from various sources, requests for lists of teachers and their addresses.

At the beginning of each school year the inspectors are requested to send to the secretary of the Ontario Teachers' Federation a list in duplicate of the teachers in the inspectorate, and to send to the Canadian Text-Book Publishers' Institute one copy of the same list.

The inspectors are asked not to accede to further requests for such lists from private individuals or firms but to refer the person or firm requesting such information to the Department of Education for the purchase of Schools and Teachers in the Province of Ontario, Parts 1 and 2.

2. Gas Appliances in Schools

The inspectors are asked to bring to the attention of School Boards that may be concerned, the recent amendment to subsection (6a) of Section 5 of The Energy Act which reads as follows:

> "Subject to the regulations, no person shall install, repair, service or remove or permit or cause to be installed, repaired, serviced or removed any gas appliance unless the installation, repair, service or removal is done or supervised by a person who is registered for such purposes."

G. A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, February 20, 1963.

✓ first 3 pages only

ONTARIO

DEPARTMENT OF EDUCATION

Suggestions and Information For Public and Separate School Inspectors

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1

ENGAGEMENT OF UNQUALIFIED TEACHERS

As the Pre-Teachers'-College Summer Course Programme has been discontinued, students who entered the programme but did not complete it are not eligible for employment on Letters of Permission.

Students who have either attended the First Year of the Two-Year Course at Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course, are not eligible for employment on Letters of Permission. In accordance with Circular 617(a), December 1961, students who have attended Teachers' College but have failed in practice teaching or have failed in three or more final examinations are required to return to Teachers' College to complete their qualifications and are not, therefore, eligible for employment on Letters of Permission. Subject to these restrictions, unqualified persons may be employed by a board after August 1, 1963, provided (a) that the board has advertised the position between June 1 and August 1 in a newspaper having provincial circulation and has been unable to obtain the services of a qualified teacher; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person whose academic qualifications are not at least equal to those required for admission to the First Year of the Two-Year Course at Teachers' College. An application for a Letter of Permission must be accompanied by a copy of the advertisement of the board giving the date and name of the newspaper.

Where an unqualified teacher who has never held a certificate valid in the elementary schools of Ontario has taught for a total of five years in Ontario and has not passed a physical examination conducted by a medical examiner appointed by the Minister of Education, no Letter of Permission will be issued to a board of trustees to engage this person as teacher. Enquiries about the medical examination should be addressed to the Deputy Minister of Education by the person concerned.

Persons who hold bilingual certificates from other provinces are required to submit evidence of at least two years of successful teaching experience in those provinces before they are considered eligible for employment on Letters of Permission in English-speaking classes in Ontario.

Completed applications for Letters of Permission must be sent to the Department before or immediately after an unqualified teacher enters upon his duties. It is embarrassing to the Department and to the board concerned when it is necessary to refuse a Letter of Permission after the person has been teaching for several months. No assurance can be given that applications for Letters of Permission will be considered unless they are submitted promptly.

The inspector is asked to notify all boards concerned and all uncertificated teachers in his inspectorate of the information contained in this item.

2

TEACHING CERTIFICATES

UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

In order to obtain a permanent certificate a graduate of the University of Ottawa Teachers' College is required to teach for two years successfully in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment in other than bilingual classes, of graduates of the University of Ottawa Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa Teachers' College has passed the examinations in English Part 1, English Part 2, and Science at a Teachers' College other than the University of Ottawa Teachers' College, the graduate will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

Any graduate of the University of Ottawa Teachers' College who is teaching French to English-speaking pupils on the authority of a Letter of Permission will be required to show adequate progress toward a certificate valid in English-speaking classes, before a Letter of Permission will be granted for the following school year.

3

PERMISSION TO TEACH FRENCH TO ENGLISH-SPEAKING PUPILS

In order that the Department may have an up-to-date list of boards which are having French taught to English-speaking pupils, all permissions will expire at the end of June, 1963.

Inspectors will make new applications for permission in all cases where French is to be taught to English-speaking pupils in September, 1963. The application should state definitely the grades concerned and the time per week which is to be allotted to the subject. Permission will be granted for the teaching of French to those English-speaking children whose parents desire it for a period or periods not exceeding in total 100 minutes a week. Permission will be granted on the conditions that the teachers in charge of the instruction are qualified and can speak French fluently with good accent and pronunciation.

4

LETTERS OF STANDING

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. N. W. Roome, 67 College St., Toronto. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

Any teacher who may be eligible for a Letter of Standing in Ontario, should be encouraged to take the necessary steps to obtain this qualification to teach.

5

ONTARIO EDUCATIONAL ASSOCIATION

Each inspector is asked to urge teachers to support the O.E.A. by becoming members and attending the convention, if possible.

6

NEW SCHOOL SITES

The Department of Highways has informed this office that it has certain building and entrance requirements which must be observed. In order to provide for future expansion of highways, certain building set-back distances are required and certain entrance restrictions are enforced on curves and hills to provide for reasonable safety.

It is suggested that the inspectors advise school boards to consult with the District Office of the Department of Highways regarding the above-mentioned requirements before school sites are purchased.

7

OFFICIAL NAMES FOR SCHOOLS

The Department has been advised that Her Majesty the Queen has expressed the wish that until her children are considerably older their names be not used in connection with any public activity such as the naming of buildings, etc. The inspectors are asked to bring this information to the attention of boards that may be giving consideration to the selection of a suitable name for a school.

8

SALE OF SCHOOL SITES

Inspectors are asked to bring to the attention of school boards that there does not appear to be any authority for a board to dispose of school property that is required for school purposes.

The suggested sizes of school sites are for the guidance of school boards. Where a board secures final approval for grant purposes of an expenditure for a new school or for an addition, the site shown on the plans is part of the agreement between the Department and the board. If after securing final approval for grant purposes of an expenditure for new accommodation, the board sells part of the site or changes the site agreed upon, the agreement with the Department has been broken and the payment of legislative grants on the board's expenditure will be suspended until a new approval is obtained. The granting of a new final approval for grant purposes will depend on whether the board's action in disposing of part of the property is justified.

9

JUNE CLOSING OF ELEMENTARY SCHOOLS

It is expected that all elementary school children will attend school up to and including the legal closing date, June 28. Inspectors are asked to advise principals that any pupil who is not in attendance until the closing date should be marked absent in the Daily Register for the days concerned.

10

NUMBERING SCHOOL SECTIONS

When an urban school section includes part of a rural municipality which is in union with it the report in Schools and Teachers Part 1 should make it clear that the urban school section does include part of the rural municipality. A number must be assigned to the part of the rural municipality concerned. Similarly in union school sections which include parts of two or more rural municipalities, each part must be assigned a number so that the portion of each township may be designated properly. Please see Section 11 of The Public Schools Act.

11

SUMMER COURSE APPLICATIONS

It is expected that the number of teachers who will attend summer courses offered by the Department in 1963 will increase from 8500, the number who attended in 1962. It is encouraging to note this increased interest in professional development.

Inspectors are asked to advise teachers that applications for summer courses should not be delayed. It will be appreciated that when many teachers submit late applications it is virtually impossible to adjust organizations, secure additional staff or ensure that supplies will arrive on time.

Inspectors are asked to advise teachers to submit applications by May 24 and not to expect that an application forwarded at a later date will be accepted.

12

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

Under the form of agreement between a permanent teacher and a board, the board is required, when it desires to terminate the contract, to give to the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

13

NEW CLASSROOMS WITHIN EXISTING BUILDINGS

Inspectors are asked not to use Form G60 (formerly Form G15) for approval of disbursements to provide new classrooms within existing buildings but to use Form Building 4, Building Proposal, for such projects, whether the expenditure is from current funds or from any borrowed amounts, and to follow the procedure in Form Building 6, Procedure for Elementary School Construction. This is necessary to ensure that such new classrooms meet the requirements of approval for legislative grant purposes.

14

CLOSING OR REOPENING OF SCHOOLS

When a school is closed or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

15

EMERGENCY MEASURES ORGANIZATION

Inspectors are asked to ascertain for their own information and for the information of the school boards in the inspectorates in which they are in charge, the name, address, telephone number, and area of jurisdiction, of the Emergency Measures Organization representative in their local areas. This information should be available from the municipal clerks.

16

HOLIDAYS

It is expected that each inspector employed by the Department of Education will take his holidays during the summer months when the schools are closed. If this is impossible because the inspector is employed in summer school work, he should communicate with this office so that other arrangements can be made.

Each inspector is asked to advise this office regarding the dates on which he plans to commence and to terminate his holidays. Care should be taken to be certain that the period of absence is shown on the inspector's Personal Attendance Register.

17

SUMMER COURSES

If any inspector is planning to attend a summer course in 1963 this office should be informed as soon as possible in order that approval may be obtained for leave of absence. It is very difficult to deal with applications which are received after May 1.

18

TRAVELLING EXPENSES OF PUBLIC SERVICE INSPECTORS TO THE O.E.A., 1963

The Minister of Education is pleased to announce that return railway fare (convention rate) and necessary expenses of public and separate school inspectors who are employed by the Department of Education, to enable them to attend the meetings of the Ontario Educational Association at Easter, 1963, will be paid by the Department.

19

PERSONAL ATTENDANCE REGISTERS

From time to time a great deal of difficulty is experienced in obtaining personal attendance registers from some members of the inspectoral staff, with the result that reports which must be sent to the Civil Service Commission monthly are invariably late.

There seems to be no reason why inspectors cannot put these reports in the mail immediately after the last day of each month, and if they are to be away from their place of residence at that time because of vacation, submit the report earlier than the end of the month, showing the dates of the proposed absence and the reason therefor.

In the event that an inspector becomes ill and is off duty over the end of the month, notification of this fact should be sent to this office. Arrangements will be made to see that the personal attendance register on behalf of the inspector is forwarded to the Business Administration Branch in the regular way.

Inspectors are advised that these reports are to be mailed in time to ensure that they will be received in the Department not later than the fifth day of each month.

20

LETTER OF STANDING CANCELLED

Letter of Standing No. 6-62 .... held by Margaret Knight

21

CERTIFICATES SUSPENDED

Interim Elementary-School Teacher's No. 2851/60	held by Mrs. Joyce Armstrong
Elementary-School Teacher's No. 3620/61	held by John Edwin Crook
Elementary-School Teacher's No. 3489/59	held by Mrs. Isabelle Duke
Interim Second Class, No. 134/55	held by Mrs. Isabelle Duke
Elementary Home Economics, No. E60/3724	held by Mrs. Isabelle Duke
Interim Elementary-School Teacher's No. 4181/61	held by Richard M. Hannah
Elementary-School Teacher's No. 5285/61	held by Adelbert Campbell Johnson
Elementary P.H.E., Type B, No. E62/3105	held by Adelbert Campbell Johnson
Interim Second No. 213/60	held by Francois Limoges
Permanent Second Class No. 48564/62	held by Basil Albert MacKay

22

CERTIFICATES CANCELLED

Permanent Elementary-School Teacher's No. 2817/58/61	held by William Young Fleming
Elementary Art No. E59/270	held by William Young Fleming
Vocal Music, Elementary Type B, No. E61/1981	held by William Young Fleming
Interim Elementary-School Teacher's No. 293/59	held by Lawrence Fletcher

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, February 15, 1963

ONTARIO

DEPARTMENT OF EDUCATION

Suggestions and Information For Public and Separate School Inspectors

1

ENGAGEMENT OF UNQUALIFIED TEACHERS

As the Pre-Teachers'-College Summer Course Programme has been discontinued, students who entered the programme but did not complete it are not eligible for employment on Letters of Permission.

Students who have either attended the First Year of the Two-Year Course at Teachers' College and have failed in the First Year or who hold standing in the First Year of the Two-Year Course but have not attended the Second Year of the Course, are not eligible for employment on Letters of Permission. In accordance with Circular 617(a), December 1961, students who have attended Teachers' College but have failed in practice teaching or have failed in three or more final examinations are required to return to Teachers' College to complete their qualifications and are not, therefore, eligible for employment on Letters of Permission. Subject to these restrictions, unqualified persons may be employed by a board after August 1, 1963, provided (a) that the board has advertised the position between June 1 and August 1 in a newspaper having provincial circulation and has been unable to obtain the services of a qualified teacher; and (b) that the person employed will be recommended by the inspector for a Letter of Permission.

Boards of trustees should be advised that no assurance can be given that a Letter of Permission will be issued to engage an unqualified person whose academic qualifications are not at least equal to those required for admission to the First Year of the Two-Year Course at Teachers' College. An application for a Letter of Permission must be accompanied by a copy of the advertisement of the board giving the date and name of the newspaper.

Where an unqualified teacher who has never held a certificate valid in the elementary schools of Ontario has taught for a total of five years in Ontario and has not passed a physical examination conducted by a medical examiner appointed by the Minister of Education, no Letter of Permission will be issued to a board of trustees to engage this person as teacher. Enquiries about the medical examination should be addressed to the Deputy Minister of Education by the person concerned.

Persons who hold bilingual certificates from other provinces are required to submit evidence of at least two years of successful teaching experience in those provinces before they are considered eligible for employment on Letters of Permission in English-speaking classes in Ontario.

Completed applications for Letters of Permission must be sent to the Department before or immediately after an unqualified teacher enters upon his duties. It is embarrassing to the Department and to the board concerned when it is necessary to refuse a Letter of Permission after the person has been teaching for several months. No assurance can be given that applications for Letters of Permission will be considered unless they are submitted promptly.

The inspector is asked to notify all boards concerned and all uncertificated teachers in his inspectorate of the information contained in this item.

2

TEACHING CERTIFICATES

UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

In order to obtain a permanent certificate a graduate of the University of Ottawa Teachers' College is required to teach for two years successfully in a bilingual class. Neither interim nor permanent certificates held by graduates of the University of Ottawa Teachers' College are valid in classes where French is being taught to English-speaking pupils.

School boards should not expect to be granted Letters of Permission for the employment in other than bilingual classes, of graduates of the University of Ottawa Teachers' College who hold only interim certificates valid only in bilingual schools, as it is essential that these persons complete the requirements for a permanent certificate.

If the graduate of the University of Ottawa Teachers' College has passed the examinations in English Part 1, English Part 2, and Science at a Teachers' College other than the University of Ottawa Teachers' College, the graduate will of course hold qualifications for teaching in both bilingual classes and English-speaking classes.

Any graduate of the University of Ottawa Teachers' College who is teaching French to English-speaking pupils on the authority of a Letter of Permission will be required to show adequate progress toward a certificate valid in English-speaking classes, before a Letter of Permission will be granted for the following school year.

3

PERMISSION TO TEACH FRENCH TO ENGLISH-SPEAKING PUPILS

In order that the Department may have an up-to-date list of boards which are having French taught to English-speaking pupils, all permissions will expire at the end of June, 1963.

Inspectors will make new applications for permission in all cases where French is to be taught to English-speaking pupils in September, 1963. The application should state definitely the grades concerned and the time per week which is to be allotted to the subject. Permission will be granted for the teaching of French to those English-speaking children whose parents desire it for a period or periods not exceeding in total 100 minutes a week. Permission will be granted on the conditions that the teachers in charge of the instruction are qualified and can speak French fluently with good accent and pronunciation.

4

LETTERS OF STANDING

A teacher who has not obtained a Letter of Standing but hopes to do so, is to be treated as an unqualified person and can be employed by a board only on a Letter of Permission after the requirements in connection with Letters of Permission have been complied with. One of the requirements is an x-ray. The teacher should be instructed to arrange to have a film or plate of the x-ray sent to Dr. N. W. Roome, 67 College St., Toronto. This procedure will remove the necessity of the teacher having another x-ray in connection with his Letter of Standing.

Any teacher who may be eligible for a Letter of Standing in Ontario, should be encouraged to take the necessary steps to obtain this qualification to teach.

5

ONTARIO EDUCATIONAL ASSOCIATION

Each inspector is asked to urge teachers to support the O.E.A. by becoming members and attending the convention, if possible.

6

NEW SCHOOL SITES

The Department of Highways has informed this office that it has certain building and entrance requirements which must be observed. In order to provide for future expansion of highways, certain building set-back distances are required and certain entrance restrictions are enforced on curves and hills to provide for reasonable safety.

It is suggested that the inspectors advise school boards to consult with the District Office of the Department of Highways regarding the above-mentioned requirements before school sites are purchased.

7

OFFICIAL NAMES FOR SCHOOLS

The Department has been advised that Her Majesty the Queen has expressed the wish that until her children are considerably older their names be not used in connection with any public activity such as the naming of buildings, etc. The inspectors are asked to bring this information to the attention of boards that may be giving consideration to the selection of a suitable name for a school.

8

SALE OF SCHOOL SITES

Inspectors are asked to bring to the attention of school boards that there does not appear to be any authority for a board to dispose of school property that is required for school purposes.

The suggested sizes of school sites are for the guidance of school boards. Where a board secures final approval for grant purposes of an expenditure for a new school or for an addition, the site shown on the plans is part of the agreement between the Department and the board. If after securing final approval for grant purposes of an expenditure for new accommodation, the board sells part of the site or changes the site agreed upon, the agreement with the Department has been broken and the payment of legislative grants on the board's expenditure will be suspended until a new approval is obtained. The granting of a new final approval for grant purposes will depend on whether the board's action in disposing of part of the property is justified.

9

JUNE CLOSING OF ELEMENTARY SCHOOLS

It is expected that all elementary school children will attend school up to and including the legal closing date, June 28. Inspectors are asked to advise principals that any pupil who is not in attendance until the closing date should be marked absent in the Daily Register for the days concerned.

10

NUMBERING SCHOOL SECTIONS

When an urban school section includes part of a rural municipality which is in union with it the report in Schools and Teachers Part 1 should make it clear that the urban school section does include part of the rural municipality. A number must be assigned to the part of the rural municipality concerned. Similarly in union school sections which include parts of two or more rural municipalities, each part must be assigned a number so that the portion of each township may be designated properly. Please see Section 11 of The Public Schools Act.

11

SUMMER COURSE APPLICATIONS

It is expected that the number of teachers who will attend summer courses offered by the Department in 1963 will increase from 8500, the number who attended in 1962. It is encouraging to note this increased interest in professional development.

Inspectors are asked to advise teachers that applications for summer courses should not be delayed. It will be appreciated that when many teachers submit late applications it is virtually impossible to adjust organizations, secure additional staff or ensure that supplies will arrive on time.

Inspectors are asked to advise teachers to submit applications by May 24 and not to expect that an application forwarded at a later date will be accepted.

12

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

Under the form of agreement between a permanent teacher and a board, the board is required, when it desires to terminate the contract, to give to the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

13

NEW CLASSROOMS WITHIN EXISTING BUILDINGS

Inspectors are asked not to use Form G60 (formerly Form G15) for approval of disbursements to provide new classrooms within existing buildings but to use Form Building 4, Building Proposal, for such projects, whether the expenditure is from current funds or from any borrowed amounts, and to follow the procedure in Form Building 6, Procedure for Elementary School Construction. This is necessary to ensure that such new classrooms meet the requirements of approval for legislative grant purposes.

14

CLOSING OR REOPENING OF SCHOOLS

When a school is closed or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

15

EMERGENCY MEASURES ORGANIZATION

Inspectors are asked to ascertain for their own information and for the information of the school boards in the inspectorates in which they are in charge, the name, address, telephone number, and area of jurisdiction, of the Emergency Measures Organization representative in their local areas. This information should be available from the municipal clerks.

16

HOLIDAYS

It is expected that each inspector employed by the Department of Education will take his holidays during the summer months when the schools are closed. If this is impossible because the inspector is employed in summer school work, he should communicate with this office so that other arrangements can be made.

Each inspector is asked to advise this office regarding the dates on which he plans to commence and to terminate his holidays. Care should be taken to be certain that the period of absence is shown on the inspector's Personal Attendance Register.

17

SUMMER COURSES

If any inspector is planning to attend a summer course in 1963 this office should be informed as soon as possible in order that approval may be obtained for leave of absence. It is very difficult to deal with applications which are received after May 1.

18

TRAVELLING EXPENSES OF PUBLIC SERVICE INSPECTORS TO THE O.E.A., 1963

The Minister of Education is pleased to announce that return railway fare (convention rate) and necessary expenses of public and separate school inspectors who are employed by the Department of Education, to enable them to attend the meetings of the Ontario Educational Association at Easter, 1963, will be paid by the Department.

19

PERSONAL ATTENDANCE REGISTERS

From time to time a great deal of difficulty is experienced in obtaining personal attendance registers from some members of the inspectoral staff, with the result that reports which must be sent to the Civil Service Commission monthly are invariably late.

There seems to be no reason why inspectors cannot put these reports in the mail immediately after the last day of each month, and if they are to be away from their place of residence at that time because of vacation, submit the report earlier than the end of the month, showing the dates of the proposed absence and the reason therefor.

In the event that an inspector becomes ill and is off duty over the end of the month, notification of this fact should be sent to this office. Arrangements will be made to see that the personal attendance register on behalf of the inspector is forwarded to the Business Administration Branch in the regular way.

Inspectors are advised that these reports are to be mailed in time to ensure that they will be received in the Department not later than the fifth day of each month.

20

LETTER OF STANDING CANCELLED

Letter of Standing No. 6-62 .... held by Margaret Knight

21

CERTIFICATES SUSPENDED

Interim Elementary-School Teacher's No. 2851/60 .... held by Mrs. Joyce Armstrong

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G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, February 15, 1963

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SUPERINTENDENTS
AND ASSISTANT SUPERINTENDENTS

Re: Schedule for Oral Examinations - Elementary-School Inspectors' Examinations
February, 1963

1. The following division of duties for the oral examinations, which will be held in Room 113N, has been arranged. Thursday, February 28 and Friday, March 1, have been included, but the present number of candidates indicates that these dates may not be required. If changes in the schedule are necessary, please discuss them with the undersigned.

2. Your usual co-operation in ensuring a variety of questions will be appreciated. Questions should be so worded that the questioner will talk very little and the candidate will be compelled to talk at some length. I know that we all agree that it is the candidate that the Examination Board wishes to hear.

	A.M. 11:00 - 12:00	P.M. 2:00 - 4:00
Mon. Feb.18	McCarthy, Woodruff, Bornhold Duffin, Kennedy, McNaughton	Healy, Kinlin, VanderBurgh Wilker, Clarke, Chatterton
Tues. Feb.19	Beattie, Clee, Woodruff O'Neill, VanderBurgh, Field	Kennedy, Duffin, Michaud Parnall, Mustard, Chatterton
Wed. Feb.20	Bornhold, McNaughton, Wilker Clarke, Kinlin, Woodruff	Beattie, O'Neill, Clee McNaughton, Woodruff, Wilker
Thurs. Feb.21	Kennedy, VanderBurgh, Mustard Clarke, Wilker, Parnall	McCarthy, Field, O'Neill Woodruff, Clarke, VanderBurgh
Fri. Feb.22	Chatterton, Clee, Duffin Field, Wilker, Blanchard	McNaughton, Kinlin, Bornhold Duffin, Kennedy, Chatterton
Mon. Feb.25	Chatterton, Kennedy, Wilker Beattie, Clee, Field	Parnall, Healy, Field Blanchard, Kinlin, O'Neill
Tues. Feb.26	Parnall, Healy, Bornhold Blanchard, Duffin, Michaud	Clee, McNaughton, Mustard Parnall, O'Neill, Clarke
Wed. Feb.27	McCarthy, Mustard, Field Clarke, McNaughton, Healy	Healy, Kinlin, Beattie Blanchard, Bornhold, Duffin
Thurs. Feb.28	Healy, O'Neill, Woodruff Kinlin, Bornhold, Clee	Mustard, McCarthy, McNaughton O'Neill, Field, Duffin
Fri. Mar.1	Beattie, McCarthy, Bornhold Healy, VanderBurgh, Kinlin	Chatterton, Parnall, Clarke Blanchard, VanderBurgh, Kennedy

G.A. Pearson

G.A. Pearson
Chairman, Oral Examinations.

Toronto 2, January 28, 1963.

Joy

Mar

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL PRINCIPALS

Re: Junior Red Cross

1. The annual campaign for the Red Cross Fund for Needy Children at Home and Abroad will be held in February, and the Department wishes to bring it to the attention of elementary-school inspectors and of secondary-school principals. The authorization of the Board of Trustees should be obtained by the principal for the solicitation of funds for this 1963 campaign of the Ontario Junior Red Cross.

2. The Advisory Committee of the Junior Red Cross has informed the Department that during the past year 705 children received help with drugs, medical care, hearing aids, glasses, orthodontia, etc. Homecraft parcels were sent each month to 65 children who were either confined to bed or to wheel chairs. At Christmas time small gifts were sent to some of the Homes for Mentally Retarded Children. These individual items are cited to give some idea of the kinds of help to which the Juniors have contributed, besides the larger projects which have received attention. The final grant of $17,000 was made to the Canadian Cystic Fibrosis Foundation for the purchase of drugs for children suffering from cystic fibrosis. The fourth of five yearly grants of $12,000 each was made towards the research project at the University of Western Ontario about emotionally disturbed and retarded children. A grant of $5,000 was made to the New Brunswick Juniors to help with the individual cases of handicapped and crippled children in that province. The International Fund for Help and Understanding of the Canadian Junior Red Cross was furnished with a grant from Ontario Juniors of $25,000.

3. The value to each student of the presence of Junior Red Cross in the schools does not depend on the amount of money that is contributed. However, it is hoped that members of Ontario Junior Red Cross will in the present campaign think of the needs of others in the tangible way they have done so in the past.

4. Principals of elementary schools should be asked to make their returns to the local inspector. The elementary-school inspectors and secondary-school principals should forward contributions to Mrs. O.C. Herrington, Director of Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5, Ontario.

G.A. Pearson
Superintendent of Elementary Education.

Superintendent of Secondary Education.

TORONTO 2, January 22, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(m), January, 1963.

MEMORANDUM TO THE INSPECTORS

Re: Wards of Children's Aid Societies
Transfer of School Records

When a child is being moved by a Children's Aid Society to an adoptive home it is considered vital to the welfare of the child to remove from the school records which are transferable, all references to the child's natural parents, former home or homes, and condition.

Principals should therefore be instructed to assist in this matter by preparing revised copies of all transferable school records to show the child's new legal name, by removing all references to his former home and parents, and by eliminating any other details which might prove to be prejudicial to the child as he assumes his new status. It will be the responsibility of the Children's Aid Society to notify the Principal when a child is being moved to an adoptive home and to supply him with any information required.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 15, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(n), January, 1963.

MEMORANDUM TO THE INSPECTORS

Re: School Group Visits to Upper Canada Village

1. The Ontario-St.Lawrence Development Commission has advised the Department that it is particularly interested in organized school groups obtaining the maximum educational benefits possible from a visit to Upper Canada Village. In view of its experience in 1962 with 300 groups comprising 25,000 students, the Commission has advised the Department that school groups that arrive at the Village without having made prior arrangements may not necessarily be admitted.

2. During 1963 school group visits to Upper Canada Village may be arranged for the periods May 16 to June 29, and from September 3 to October 15. All group visits must be arranged for with the Ontario-St.Lawrence Development Commission, Morrisburg, at least three weeks in advance of the date of the proposed visit. Alternative dates should be indicated as well as the name and address of the school, the total number in the group, the time of arrival, and the name of the person in charge. If eating facilities are desired, this fact should be stated in the application.

3. A teacher or supervisor for each fifteen students will be required and some school study of Upper Canada Village prior to the visit will be found to be desirable if the maximum benefits of the trip are to be enjoyed. The Commission has printed information available and will forward it on request.

4. The deportment and conduct of the children is the full responsibility of the teachers or supervisors in charge and the Commission has advised that school children whose conduct is not in keeping with the standards required will have their visit to the Village terminated.

5. One-half day should be set aside in the plan for the tour of the Village. Upper Canada Village opens on May 16 and will be open daily from 9:30 a.m. to 7:00 p.m. through September 15. From September 16 to October 15 the hours will be from 9:30 a.m. to 5:00 p.m. daily. The new Crysler Cafeteria opened in 1962 and will be available for sandwiches, soft drinks, milk, etc.

6. The Inspector is asked to make the information contained in this memorandum available to any school in his inspectorate that may be contemplating a school group visit to Upper Canada Village in 1963.

G.A. Pearson

Superintendent of Elementary Education.

T oronto 2, January 17, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(o), January, 1963.

MEMORANDUM TO THE INSPECTORS

Re: Assessments for Grant Purposes

As the inspectors are aware, the assessment figures for a board appear on Form G20 prepared by the Municipal Clerk, on Form G1, Grant Application Form, on the Annual Financial Report, and on the Municipal Audit Report. The Department has recently dealt with cases where there has been little or no agreement in the assessment figures on the four forms. The inspectors are asked to do what they can to ensure that the assessments reported are the correct ones and that there is agreement among the four forms. It would appear that the assessment figures which will be the most reliable are those on the Municipal Audit Report, verified by the Municipal Auditor.

G.A.Pearson

Superintendent of Elementary Education.

Toronto 2, January 17, 1963.

Form Building 8A
2M Jan.1963

[illegible] be stapled to Form G60
when requesting approval for grant
purposes of new heating equipment.

Re: Inspectorate ....
Board: ....
School: ....
Approval No. .... Year ....

To The Superintendent of Elementary Education

It is hereby certified on the basis of written information supplied to me that the answers to the following questions are all in the affirmative, with the exception of those in any group (A to M) as indicated by circling. Where a relevant item has been circled, an explanation is given in detail on the reverse side of this sheet. (Where the answer to any question is in the negative, the inspector shall outline the problem on the reverse of this sheet and withhold the board's copy of Form G60 until he has received instructions from the Department.)

Date..................................

....
Inspector of Public or Separate Schools

A. Will the furnace room be enclosed entirely by walls which (1) are at least 6" of masonry or studding covered on both sides with two layers of 5/8-inch gypsum board with taped and staggered joints (not lath and plaster, or cement asbestos board), (2) will extend to underside of floor or roof above (not just to underside of ceiling or joists), (3) are without holes or openings around pipes, ducts, or elsewhere, and (4) are without interior windows; and (5) will the room be so located that no part extends under stairs?

B. Will the roof or floor over the heating room (1) be constructed entirely of concrete (with no wood or steel supporting members) or will the heating room have a protective ceiling which consists of two layers of 5/8-inch gypsum board with taped and staggered joints, or of double lath and plaster, (not cement asbestos board), (2) have no holes or gaps, (3) and will any wood or steel columns or posts in the furnace room area be similarly protected on all sides?

C. Will the floor of the heating room be either concrete or earth?

D. Will the chimney (1) be either masonry or metal of type approved by Underwriters' Laboratory, (2) have all connections to it from heating applicances entirely within the heating room, (3) be in good condition, that is no broken masonry or streaks of soot?

E. Will the doorways from the heating room to the interior, including crawl spaces, (1) be protected by hollow steel doors or solid core wood doors with steel cladding on all sides, (2) have doors with no plain glass nor more than 100 square inches of wired glass and (3) no louvres? (4) Will doors be equipped with self-closers and latching devices? (5) Will door frames be steel?

F. Will there be means of supplying the heating devices with air from the exterior of the buildings?

G. Will fuel oil tanks (if any) be buried beneath the ground? If not, will they (1) be supported by substantial non-combustible supports, (2) if inside, be located on lowest level of the school, (3) be either 5 feet from heating appliance or separated by construction similar to that indicated in paragraphs A and E? Will the capacity of indoor tanks be less than 500-gallons aggregate with no single tank exceeding 250-gallons capacity, or if they are larger, will they be totally enclosed, and separate from the furnace room, in the construction noted in paragraphs A, B, and E?

H. Will the coal bin (if any) (1) have walls and floors of non-combustible construction, (2) be dry, (3) be not adjacent to drains and (4) be free of pipes through the coal pile?

I. Will the gas system (if one) be installed by a mechanic licensed by the Ontario Energy Board?

J. If the heating system is the hot air type, will all air be supplied from, and returned to, the heating appliance solely by means of non-combustible ductwork, with non-combustible lining, (if any), and not by means of false ceiling space, nor by ductwork that consists of combustible materials? Will this ductwork be equipped with fusible link actuated fire dampers where it passes through the walls, floor, or ceiling of the heating room?

(OVER)

K. Is the Board aware that the heating room should be scrupulously clean, neat, and not used for the storage of combustible materials?

L. Will a recently charged fire extinguisher bearing Underwriters' Laboratory label be provided near the heating room? Will the fire extinguisher be of appropriate type? (For oil or gas, the extinguisher should be 10-lb. dry chemical or CO2 type; for coal it should be 2½-gallon water or soda type).

M. Will the board supply the Office of the Fire Marshal with the above information and upon request from that office, supply such additional information and sketches as that office may require?

N. Final Approval for legislative grant purposes by the Department of Education will be on the understanding that the requirements of the Office of the Ontario Fire Marshal have been met.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS
SECONDARY SCHOOL PRINCIPALS

Re: Junior Red Cross

1. The annual campaign for the Red Cross Fund for Needy Children at Home and Abroad will be held in February, and the Department wishes to bring it to the attention of elementary-school inspectors and of secondary-school principals. The authorization of the Board of Trustees should be obtained by the principal for the solicitation of funds for this 1963 campaign of the Ontario Junior Red Cross.

2. The Advisory Committee of the Junior Red Cross has informed the Department that during the past year 705 children received help with drugs, medical care, hearing aids, glasses, orthodontia, etc. Homecraft parcels were sent each month to 65 children who were either confined to bed or to wheel chairs. At Christmas time small gifts were sent to some of the Homes for Mentally Retarded Children. These individual items are cited to give some idea of the kinds of help to which the Juniors have contributed, besides the larger projects which have received attention. The final grant of $17,000 was made to the Canadian Cystic Fibrosis Foundation for the purchase of drugs for children suffering from cystic fibrosis. The fourth of five yearly grants of $12,000 each was made towards the research project at the University of Western Ontario about emotionally disturbed and retarded children. A grant of $5,000 was made to the New Brunswick Juniors to help with the individual cases of handicapped and crippled children in that province. The International Fund for Help and Understanding of the Canadian Junior Red Cross was furnished with a grant from Ontario Juniors of $25,000.

3. The value to each student of the presence of Junior Red Cross in the schools does not depend on the amount of money that is contributed. However, it is hoped that members of Ontario Junior Red Cross will in the present campaign think of the needs of others in the tangible way they have done so in the past.

4. Principals of elementary schools should be asked to make their returns to the local inspector. The elementary-school inspectors and secondary-school principals should forward contributions to Mrs. O.C. Herrington, Director of Ontario Junior Red Cross, 460 Jarvis Street, Toronto 5, Ontario.

G.A. Pearson
. . . .
Superintendent of Elementary Education.

. . . .
Superintendent of Secondary Education.

TORONTO 2, January 22, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(k) January, 1963.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Recording of Attendance

1. Reference was made at the meetings of inspectors at each of the 1962 Fall Conferences, of the errors that were discovered in the attendance records during an audit of these records in several schools. Legislative grants vary with the average attendance and errors result in the underpayment or overpayment of school grants. It is expected that auditors will be appointed by the Department to audit school attendance reports and the co-operation of the inspectors is expected when the auditor visits an inspectorate.

2. The errors in daily registers were due to incorrect marking and to incorrect transferring of records.

3. The method of marking registers is given on pages 4 and 5 of the Daily Register.

4. The errors that have been noted will be eliminated if the following practices are adopted:
   (a) The teacher should mark the register correctly, add it corectly and transfer the totals correctly.
   (b) The data should be transferred as few times as possible between the daily register and the completion of the principal's term summary for the school.
   (c) The principal should audit each register at least at the end of each term, and initial each summary therein.
   (d) The teacher and principal should check back to the actual attendance each month by multiplying the number of pupils on the roll by the number of days school was open and subtracting the number of days absent and the number of days not enrolled for pupils who entered or left the class during the month.
   (e) The principal should transfer the totals correctly and directly from the summary in the teacher's daily register.
   (f) The principal should add and balance the summary for his school for each term.
   (g) A summary prepared by a supervising principal is unnecessary and is not acceptable for grant purposes.
   (h) The inspector should require the principal to audit each teacher's register and initial the actual attendance for each month and for each school term. The inspector should check the principal's summary for each school term, check for initials of the principal or his assistant in the teacher's register and observe irregularities in marking holidays and "G" days.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 4, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

Two copies of this memorandum are being sent to you. Please complete and return one copy to me not later than January 18.

G. A. Pearson
Superintendent of Elementary Education.

Toronto 2, January 3, 1963.

TO THE SUPERINTENDENT OF ELEMENTARY EDUCATION

1. Number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of January 3, 1963. (Supervising principals, music supervisors and part-time teachers are not included. ....

2. Number of Boards of Trustees in this inspectorate as of January 3, 1963. ....

3. Number of open schools in this inspectorate as of January 3, 1963. ....

4. Number of teachers of Indian Schools in this inspectorate as of January 3, 1963. ....

5. Anticipated number of full-time classroom teachers, including principals and auxiliary class teachers, in this inspectorate as of September 4, 1963. (Supervising principals, music supervisors and part-time teachers are not included.). ....

....
Inspector

....
Inspectorate

Date................................

ONTARIO

DEPARTMENT OF EDUCATION

To be completed by each provincially employed inspector. One copy to be sent to the Department by January 18.

Central School Report as of January 3, 1963

Notes: 1. Central schools which will begin operating in January 1963 are to be included.

2. For purposes of this report a central school is a school of two or more classrooms, including a former consolidated school, which is attended by pupils who were formerly served in another school which has been closed or has been abandoned by the board of this school or by the board of another section or separate school area.

3. A central school includes a school in an urban municipality which serves an area outside the urban municipality from which children attend the urban school either by agreement between the boards or because one board administers both the urban municipality and the outside rural area and the school in the outside rural area has been closed. It does not include an urban school which serves only pupils from the urban municipality, or an urban school serving a rural area which is in union with the urban municipality.

- -

Inspectorate . . . .

Inspector. . . . .

A. Number of central schools in operation January 3, 1963 in this inspectorate:

of 2 classrooms . . . . .
of 3 classrooms . . . . .
of 4 classrooms . . . . .
of 5 classrooms . . . . .
of 6 classrooms . . . . .
of 7 classrooms . . . . .
of 8 classrooms . . . . .
of over 8 classrooms . . . . .

Total number of central schools . . . . . .

B. (i) Total number of classrooms in these central schools . . . . .
(ii) Total enrolment in these central schools . . . . .
(iii) Number of pupils transported to these central schools . . . . .

C. Number of Schools closed on establishment of these central schools:
(i) closed schools of one room . . . . .
(ii) closed schools of two rooms . . . . .
(iii) closed schools of three rooms . . . . .

D. Number of non-central schools being operated:
(i) of one classroom . . . . .
(ii) of two classrooms . . . . .
(iii) of three classrooms . . . . .

E. Number of central schools, included in total in A, which have been put into operation since January 1, 1962 . . . . .

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ONTARIO

DEPARTMENT OF EDUCATION

No. 2(h), December, 1962.

MEMORANDUM TO THE INSPECTORS

The Minister of Education has announced that the policy of establishing a Committee of Selection at each Provincial Teachers' College will continue in 1963. The Principal of the Teachers' College is chairman of the Committee, and the members are drawn from the staff of masters of the Teachers' College, local inspectors of public and separate schools, and local members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or by representatives of this Committee.

Certain inspectors have been named as members of the Committee of Selection at each Teachers' College. It may be necessary, however, for the Committees to ask other inspectors of public and separate schools to interview candidates for Teachers' College admission who cannot be conveniently interviewed by a member of the Committee of Selection. Inspectors are asked to assist in this way if requested to do so by the Principal of the Teachers' College, who will be able to supply full information regarding the conduct of the interview and the brief report required.

Your full co-operation will be appreciated.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, December 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(i), January, 1963.

MEMORANDUM TO THE INSPECTORS

Re: Library Book Grant

The inspectors are advised that there is no authority for a school board to include in its expenditure for grant purposes for library books, an amount of money paid for rental or for lease of an encyclopedia, or for the inclusion in the expenditure for library books a down payment, or an annual payment for several years, for the purchase of an encyclopedia. Inspectors are advised that such expenditures for rental or lease or for down payment are not to be approved for grant purposes in the calculation of grant on library books.

G.A.Pearson

Superintendent of Elementary Education.

Toronto 2, January 4, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(j) January 1963.

MEMORANDUM TO THE INSPECTORS

Re: Duties of Inspectors

1. Concern has been expressed about the number of calls there are on the time of an inspector and about the amount of administration that keeps the inspector away from the classrooms in his inspectorate. The number of conferences that appear to require the attendance of provincially appointed inspectors has given concern, not from the standpoint of the costs involved alone, but from the amount of time that conferences take thereby keeping an inspector absent from supervision, the task that he has been trained to do.

2. The Department appreciates that the requirements of administration make it necessary that a certain minimum of time be given to this important part of an inspector's work. However, it is suggested that each provincially employed inspector should aim at spending at least 60% of the school time actually in the schools. In many inspectorates the relatively limited amount of administration should enable inspectors to spend a greater percentage of time in classrooms.

3. The Department is aware that inspectors make excellent resource personnel at conferences. It is also aware that an inspector benefits from the receipt at a conference, of a new idea, and from the support of an old idea given by people genuinely interested in education. However the Department feels that a reasonable limit must be placed on the time any inspector may be away from the schools in the inspectorate. Accordingly, provincially employed inspectors are advised that it will be necessary for them to secure prior approval of the Department to be absent from their inspectorates, except for the sessions of the O.E.A. and the regional conferences of inspectors and teachers' college staffs which are arranged by the Department. This restriction does not apply to attendance at conferences within the county in which the inspector is working. It is assumed that local meetings of inspectors can, for the most part, be held outside of school hours.

4. For the reasons given above, it should not be assumed that authority will be granted each request for absence from an inspectorate, or that where approval is given to attend a conference of trustees or teachers, the Department will necessarily pay the expenses involved.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 4, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

No.2 (1) January, 1963.

MEMORANDUM TO THE INSPECTORS

The Department has been advised of the action of salesmen in obtaining the names and addresses of pupils and then soliciting the parents to enrol pupils in music lessons over a period of approximately two years.

The salesmen are said to represent themselves as having the approval of the Department of Education.

Inspectors are instructed to advise teachers that the names and addresses of pupils are not to be given out to agents who may call at schools and that the Department has not "approved" any scheme which purports to offer music lessons at the homes of pupils in rural areas.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 3, 1963.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: The Teaching of French to English-speaking Pupils

In order that a complete record may be compiled two copies of Form A regarding the teaching of French to English-speaking pupils are being sent to the inspectors in charge of each inspectorate. If there are no boards concerned the inspector will please write "NIL" across one copy of Form A, sign it, and return it. If there are boards concerned the inspector will complete one copy of Form A and forward it to the Department promptly. Reports are requested from all inspectors even though some may have reported previously. REPORTS ARE TO BE SENT IN TO THIS OFFICE BY JANUARY 12 AT THE LATEST.

Please note that the qualifications of each teacher are to be identified according to the following classifications and shown opposite the teacher's name in the right hand column of Form A: e.g., Smith, Mary T. - 1A.

Qualifications

1. Interim or Permanent Certificate Valid in English-speaking classes
   - A. Obtained after attendance at Normal School or Teachers' College (other than U. of Ottawa).
   - B. Obtained after attendance at U. of Ottawa Teachers' College and subsequent passing of extra examinations.

2. Letter of Standing Valid in English-speaking Classes

3. Letter of Permission
   - A. Teacher was trained at U. of Ottawa Teachers' College, holds an interim bilingual certificate, but not a certificate valid in English-speaking classes.
   - B. Teacher was trained at U. of Ottawa Teachers' College, holds a permanent bilingual certificate, but not a certificate valid in English-speaking clasees.
   - C. Teacher was professionally trained outside of Ontario but does not have sufficient qualifications for a Letter of Standing or has not applied for it.
   - D. Teacher has no professional training but two or more years of experience.
   - E. Teacher has no professional training and less than two years of teaching experience.
   - F. Teacher has no professional training but has academic standing beyond Grade 13 obtained either in Canada or other country.
   - G. Letter of Standing valid in French-speaking classes.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, January 3, 1963.

Form A

Re: The Teaching of French to English-speaking Pupils

Inspectorate ....

Inspector...

Date..

Name of Board	Year Fr. Started	Year of Minister's Approval	Year of Last Report to Dept.	Is it still taught	Time per week (Minutes)	Taught to what Grades	Taught to all or to Gifted only	Taught to how many pupils	How many classes concerned	Name and Qualifications of Teacher

Form A

Re: The Teaching of French to English-speaking Pupils

Inspectorate ....

Inspector..

Date...

Name of Board	Year Fr. Started	Year of Minister's Approval	Year of Last Report to Dept.	Is it still taught	Time per week (Minutes)	Taught to what Grades	Taught to all or to Gifted only	Taught to how many pupils	How many classes concerned	Name and Qualifications of Teacher

ONTARIO

DEPARTMENT OF EDUCATION

No.2(f), November, 1962.

MEMORANDUM TO THE INSPECTORS

Re: Physical Education Courses of Study
Curriculum P:5 - Primary Division
Curriculum J:5 - Junior Division

1. The Department has available for new classrooms at the appropriate grade level copies of the Physical Education Courses of Study, Curriculum P:5 for the Primary Division, and Curriculum J:5 for the Junior Division. The available supply is for new classrooms which were not supplied with copies during or since the original distribution of Curriculum P:5 in 1956 and Curriculum J:5 in 1959.

2. Inspectors are requested to forward requisitions for the numbers of each publication required for each inspectorate for the new classrooms that have not previously received copies. Such requisitions are to include no other items and are to be addressed to this office of the Department.

3. Replacement copies of the above named publications, and additional copies required by teachers or others, may be obtained from the publishers as follows:

Curriculum P:5 - Primary Division, Physical Education,
Price $1.40 net
The House of Grant,
29 Mobile Drive,
Toronto 16.

Curriculum J:5 - Junior Division Physical Education,
Price $1.75 net
Canadian Association for Health,
Physical Education and Recreation,
515 Jarvis St.,
Toronto 5.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, November 9, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(t), September, 1962.

MEMORANDUM TO THE INSPECTORS:

Re: Valid Teaching Certificates.

1. It is the duty of the inspector to ensure that each teacher engaged in his inspectorate is legally qualified for the position he holds. Accordingly the teaching certificate of each teacher should be examined by the inspector before the teacher first begins his duties or within a few days thereafter. The statement re Invalid Certificates, issued annually, should be referred to during the inspector's examination of certificates of teachers who are new to the inspectorate.

2. Circular 614(a), dated December 18, 1958, gives in detail the procedure to be followed when application is made for a permanent teaching certificate. An interim certificate which has not been extended or exchanged for a permanent certificate, is not valid for any period beyond the period indicated on the certificate.

3. A teacher who has found it impossible to complete two years of required teaching experience before the interim certificate became invalid should write to the Deputy Minister setting forth the situation, enclosing the interim certificate, and requesting consideration of an extension of the certificate. The teacher is not qualified to teach until the interim certificate has been extended.

G. A. Pearson
. . . .
Superintendent of Elementary Education.

Toronto 2, September 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

GENERAL INFORMATION SHEET

regarding

ONTARIO STUDENT-AID LOANS

The applicant shall sign an undertaking to repay the loan with interest at 4 per cent per annum, calculated from the first day of April in the year following the applicant's graduation or withdrawal from the eligible institution, the payments to be $25 per month starting with the said first day of April, with the privilege of paying any additional amount at any time. Payments made on account of the loan shall be applied first to interest.

1. Holders of Ontario Student-Aid Loans MUST report change of address immediately to the Superintendent, Business Administration, Department of Education, Parliament Buildings, Toronto 5, Ontario.

2. Holders of Ontario Student-Aid Loans MUST report withdrawal from a course (either temporary or permanent), change of course or transfer to another institution, to the Superintendent, Business Administration, Department of Education, Parliament Buildings, Toronto 5, Ontario.

3. When making repayments on Loans, please make cheques, postal notes or money order payable in CANADIAN FUNDS to the TREASURER OF ONTARIO, and mail to the Superintendent, Business Administration, Department of Education, Parliament Buildings, Toronto. Students are requested to PRINT their name and address on the letter enclosing the remittance or on the envelope.

4. Ordinarily, interest at the rate of 4% per annum will be charged on loans, commencing April 1st of the year following graduation or withdrawal. If a student repays any part of his loan before the due date, interest will be charged only on the balance owing at the due date.

5. In the following circumstances, the repayment of a loan and the accumulation of interest may be deferred:

   (a) Law Students - Bar Admission Course. When the period of articles and the Bar Admission course immediately follow a law course, payments and accumulation of interest will begin on April 1st of the year following completion of the Bar Admission course or withdrawal therefrom.

   (b) Medical Students - If medical students intern immediately following graduation from university, interest will not be charged during the first year of internship. If a student interns for more than one year, interest will commence on April 1st of the second year following graduation from university, but payments of principal may be postponed until the holder of the loan is actually practising medicine or is eligible to practice medicine.

ONTARIO

DEPARTMENT OF EDUCATION

Parliament Buildings,
Toronto 5, Ontario,

Re: Ontario Student-Aid Loan

The loan which you received from the above named Fund has now been repaid in full.

We are returning herewith the promissory note which you signed when the loan was granted and wish to thank you for repaying this loan so promptly.

Yours very truly,

H. A. Huyck

H. A. Huyck,
for Superintendent,
Business Administration.

ME
Encl.

Circular 710

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

Re Letters of Standing (Renewable) in Special Subjects

From time to time requests for certification in Ontario are received from teachers who have had extensive teacher education elsewhere in one of the special subjects but have not had basic teacher education in all subjects.

In order that School Boards may avail themselves of the services of these teachers, the Minister decided in 1957 to issue a Letter of Standing (Renewable) which may be exchanged in due course for a Permanent Letter of Standing, in each of several special subjects.

Accordingly, where a teacher from outside Ontario meets all of the requirements for a regular Letter of Standing except that of basic teacher education in all subjects and submits evidence of extensive teacher education in Art, Auxiliary Education, Commercial Work, Home Economics, Industrial Arts, Music, or Physical and Health Education, consideration will be given to the issuing of a Letter of Standing (Renewable) on the appropriate level (that is, Elementary, Intermediate, Supervisor's Specialist's, valid in elementary schools, valid in secondary schools, as the case may be).

The Letter of Standing (Renewable) differs from the regular Letter of Standing in that, upon the recommendation of the inspector concerned, it may be renewed from year to year. Upon the completion of three years of successful teaching experience in Ontario, certified by the inspector concerned, the teacher may be granted a Permanent Letter of Standing in the subject concerned.

Any teacher who feels that he may be eligible to receive a Letter of Standing (Renewable) should be advised to communicate directly with the Deputy Minister, Department of Education, Parliament Buildings, Toronto 2, Ontario.

F. S. Rivers

Chief Director of Education

TORONTO, November 1, 1962

FORMS FREQUENTLY USED BY INSPECTORS AND THE DEPARTMENT

Form Bldg. 1 - Tentative Approval
Form Bldg. 2 - Plan Approval
Form Bldg. 3 - Final Approval
Form Bldg. 4 - Request for tentative approval
Form Bldg. 5 - Request for final approval
Form Bldg. 7 - Report on Areas to be abandoned
Form Bldg. 8 - To accompany G-60 in the case of new water facilities and new modern toilet accommodations.

Form Bldg. 9 - Application for approval of a school site
Form Bldg. 10 - Report on Sale of a School Site
Form Bldg. 11 - For Departmental use
Form Bldg. 12 - For Departmental use
Form Bldg. 13 - Application for approval of a fence costing $600. or more

G I - Grant Form 19 Public and Separate Schools
G 2 - Grant Form 19 High Schools, Collegiate Institutes and Continuation Schools
G 3 - Grant Form 19 Vocational Schools
G 4 - Grant Form 19 Section 66, The Public Schools Act
Section 12 (4), The Secondary Schools Act and
Boards of Education Act
G 6 - Grant Form 19 (Blue) Public and Separate
G 7 - Application for Grant - Elementary and Secondary (new Boards)
G 16 - Application for transportation
G 20 - Municipal Report on Population and Assessment
G 21 - Municipal Report on Population and Assessment - for territory without organisation.
G 22 - Report on Population, Assessment - for both organized and unorganized
G 23 - Municipal Report on School Monies - Secondary Schools
G 47 - Report on Attendance - Elementary Schools
G 48 - Report on Attendance - Secondary Schools
G 51 - Annual Financial Report (Receipts and Payments)
G 52 - Annual Financial Report (Revenue and Expenditure)
G 53 - Instructions Re Annual Financial Reports
G 54 - Report on Capital (Building) Fund Transactions
G 55 - Details of Transportation - Public and Separate Schools
G 56 - Report on Evening Class Instructional Salaries (other than Citizenship, etc.)
G 57 - Report on Evening Class Instructional Salaries
G 58 - Inspector's Warrent
G 59 - Reserve Fund
G 60 - Inspector's Approval of Minor Expenditures
G 90 - Claim for the Cost of Education - Secondary Schools
G 91 - Application for Reimbursement of the Cost of Education of Non-Resident Pupils (Elementary Schools Only) Residing on an Ontario Government Establishment or outside a School Section in a Territorial District
G 92 - Application for Reimbursement of the Cost of Transportation for Non-Resident Pupils (Elementary Schools Only)
G 101 - Annual Financial Report and Grant - Community Programmes
G 251 - Annual Financial Report - Library

Form T-I - Agreement for transportation
Form T-8 - Instructions re transportation
Form T-9 - List of Pupils
Form T-11 - Summary of Transportation
Form T-12 - Application for approval of the purchase of a school vehicle

Exam. Form 639(a)

ONTARIO

DEPARTMENT OF EDUCATION

INSPECTOR'S REPORT

RE EXTENSION OF LETTER OF STANDING

Note: The inspector is asked to complete one of the following recommendations and forward the form to the Deputy Minister, Department of Education, Parliament Buildings, Toronto, Ontario.

....
(Name of teacher, in full)

has taught in..
(School Section and Township, Village, Town, or City)

for....................(months or days) during the school year 19....-19.... on

Letter of Standing No. ....

....

I have inspected this teacher's work and recommend that the Letter of Standing be extended.

Date.....................................   ....
(Inspector)

I have inspected this teacher's work and I recommend that the Letter of Standing be not extended, for the following reasons:

Date.....................................   ....
(Inspector)

ONTARIO

DEPARTMENT OF EDUCATION

TORONTO 2,
Ontario.

Dear Sir (Madam):

A person coming from a country where English is not the native language who wishes to teach in an elementary school in Ontario must appear before a Special Committee which meets from time to time in the Department of Education, Parliament Buildings, Toronto.

The members of this Committee will ask you about the details of your elementary and secondary education and will wish to see your certificates and diplomas. If you have attended a university, you should also bring with you any record that you may have of the university courses that you have completed. The Committeee will further enquire about your teacher-training course, if you have taken one.

The Committee will be particularly interested in your command of spoken and written English, because teachers, of course, must be more proficient in their use of English than the average person. You will be asked to take a short written test in English Literature, Spelling, and Arithmetic and, during the interview with the Special Committee, your spoken English will be judged. If you speak with a noticeable accent, if you mispronounce words, if you make grammatical errors while speaking, or if your spoken English is not fluent, you will be advised to improve your English, and to request a further interview when this has been accomplished. In the meantime you will not be permitted to teach in an Ontario elementary school, nor to attend an Ontario Teachers' College.

If, on the other hand, your use of English is satisfactory to the Committee, if your academic qualifications are considered equal to those required of Ontario students, and if you have become or have signified your intention to become a Canadian citizen, you will be admitted to an Ontario Teachers' College subject to your passing a physical examination conducted there. It is not possible for you to obtain a teaching certificate by attending summer or night school.

There are no tuition fees at Teachers' College but you will require money to pay your living expenses and to buy your books. You will not be able to earn much money by working in spare time while attending Teachers' College as the course will take almost your full time.

The Teachers' Colleges open on the second Tuesday in September each year and close early in June. Two courses are given, the One-year Course for students whose secondary school education is at least equal to Grade 13 in Ontario, and the Two-year Course for students whose secondary school education is equal to Ontario Grade 12 academic standing. The course to which you may be admitted, if your English is satisfactory, will depend upon the amount of secondary school education you have received in Canada and abroad.

If you wish to be interviewed by the Special Committee you should send a hand-written letter to Mr. J.B. Silcox, Assistant Registrar, Department of Education, Parliament Buildings, Toronto 2, Ontario, requesting a meeting with the Special Committee.

Where arrangements are made for the candidate to appear before the Special Committee, the Department of Education will refund the cost of the return fare in

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

RE

QUALIFICATIONS OF ELEMENTARY SCHOOL TEACHERS FROM OTHER PROVINCES

QUALIFYING FOR TEACHING IN ONTARIO

A teacher from another province who wishes to teach in the elementary schools of Ontario is required to obtain a Letter of Standing. A Letter of Standing is the equivalent of a teaching certificate, and is valid for only one year. After a person has taught in the elementary schools of Ontario for ten months on a Letter of Standing he may apply for an interim teaching certificate. This will be granted to him if the local Inspector concerned reports favourably upon his teaching. The interim certificate will be made permanent on the recommendation of the Inspector after two more years of successfull teaching.

GRADES OF LETTERS OF STANDING

A teacher who holds academic standing equivalent to 8 Ontario Grade 13 papers (including two English papers) will be eligible for an Elementary-School Teacher's Letter of Standing.

A teacher who holds academic standing equivalent to an Ontario Graduation Diploma of the General Course (Grades 11 and 12 standing in English, History, and at least 3 options) will be eligible for a Second Class Letter of Standing.

APPLYING FOR A LETTER OF STANDING

In making application for a Letter of Standing, it is necessary to submit to the Ontario Department of Education:

(1) A BIRTH CERTIFICATE - or other official evidence of date and place of birth;
(2) PROOF OF ACADEMIC STANDING - a certificate or a statement from the Department of Education concerned giving a list of the subjects passed;
(3) PROOF OF TEACHER-EDUCATION - a statement from the Department of Education concerned indicating that the teacher-education course was of at least one year's duration.

It should be clearly understood that the applicant, after arrival in Ontario, will be required to pass a medical examination, including x-ray, arranged by the Ontario Teacher Education Medical Board before he may be issued a Letter of Standing. A fee of $3.75 is charged for the medical examination, but payment of this fee will not be required if the applicant submits a discharge certificate showing active service in the armed forces of the British Commonwealth.

An application form for a Letter of Standing should be obtained after arrival in Ontario and the application, together with the necessary documents, etc., ded to the Deputy Minister of Education, Parliament Buildings

ONTARIO

DEPARTMENT OF EDUCATION

No.2(e), October 1962.

MEMORANDUM TO THE INSPECTORS

Re: Soil Tests on School Sites

Inspectors are asked to remind each school board that is planning to build a school or lay a tile disposal bed that a soil test should be made by a qualified person or firm to determine the soil bearing strength for the proposed building and the absorption level of the soil for the proposed sewage disposal bed. The cost of these necessary tests will be considered to be part of the cost of the project.

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, October 26, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.2 (d), October, 1962.

MEMORANDUM TO THE INSPECTORS

Re: Elementary-School Construction, 1962

1. Two copies of the form for reporting elementary-school construction in 1962 are enclosed. You are asked to complete and forward to the Department on or before November 30, 1962 one copy for your inspectorate. The second copy of the report should be retained for future reference.

2. Before completing the report for 1962, please refer to last year's report. This will ensure that a new school or addition reported as completed in 1961 will not be reported again this year. A building project which has reached any level of approval (tentative, sketch plan, final plan, or final) must be carried forward in the annual reports until it is either completed or abandoned.

3. Please note that the last column in the report is for the estimated total cost. This is not necessarily the amount given final approval or the amount of the contract only. Normally the estimated total cost corresponds closely with the sum indicated when final approval was requested.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, October 26, 1962.

Inspectorate. . . . .

1962 REPORT ON ELEMENTARY-SCHOOL CONSTRUCTION

1. New schools completed in 1962

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

2. Additions completed in 1962

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

3. New schools under construction in 1962 but not completed

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

Inspectorate. . . . .

4. Additions under construction in 1962 but not completed

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

5. New schools or additions for which tentative or final approval has been given but where construction has not started

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

6. Building projects abandoned (after tentative or final approval has been received)

Name of Board	Name of School	Number of New Classrooms	Other New Teaching Areas	Estimated Total Cost

7. Portable classrooms

Name of Board	Number of New Portables 1962	Number of Portables Abandoned 1962	Total Number of Portables 1962

8. Converted areas

This list should include each area in existing schools which has been converted to serve a new purpose: e.g. classroom to office, office to classroom, home economics or industrial arts room to classroom, classroom to home economics or industrial arts room, etc.

Name of Board	Name of School	Original Use	Converted Use

Date. . . . .

Signature of Inspector

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to:

Directors of Education
Superintendents of Public Schools and
School Inspectors in Inspectorates where
there are Supervisors of Physical Education
Principals of Teachers' Colleges

The Physical Education Branch of the Department of Education is co-operating with the Ontario Association for Supervision of Physical and Health Education in planning a conference of Supervisors of Physical Education to be held November 2 and 3, 1962, at the Ontario Athletic Leadership Camp, Longford Mills.

The purpose of this conference is to discuss and assess present programmes throughout the province and to plan for the future improvement of instruction.

The Department of Education will bear the costs of accommodation and meals during the conference.

It will be appreciated if the School Boards concerned and the Principals of Teachers' Colleges will give consideration to the release of all Supervisors and Assistant Supervisors of Physical Education from duty on November 2 so that they may attend this conference.

H. E. Elborn

Deputy Minister.

TORONTO, September 21, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(c) October, 1962.

MEMORANDUM TO THE INSPECTORS

1. The inspectors will please note that a circular to be known as No.1(q), September, 1962, was prepared but was not distributed. Therefore there will be no circular with this number provided for inspectors' files.

2. Pictures of Farm Animals
   The Department has a limited number of sets of pictures of farm animals which would be useful in teaching the recognition of the breeds of horses and cattle. If any school wishes to secure a set and will undertake to have the pictures mounted on cardboard the Department will fill requests from inspectors, so far as the supply will permit. The requests should be forwarded to this office in a letter dealing with this subject only.

3. Radio Broadcast Manuals
   When the Elementary School Radio Broadcast Manuals are forwarded to the inspectors at the beginning of the school year it is necessary to estimate the number required for each inspectorate because the exact number of classroom teachers per inspector is not known until the reports for Schools and Teachers are received some time later. There are often changes in inspectorates which make estimating the numbers difficult.

   The inspectors are asked to distribute the manuals to the schools and to draw to the attention of teachers the value of the broadcasts. Where insufficient manuals are received it is suggested that the inspectors request additional supplies from the Audio-Visual Aids Branch of the Department and advise individual teachers not to request individual copies from the Department.

4. Item 34 of Circular No.2 of September 1962 refers to the suspension of Permanent Elementary-School Teacher's Certificate No.3645/60/62. The name of the person concerned should read Vincent L. Bondy.

5. Mineral Maps
   The Department of Mines has advised this Department that a new edition of the Mineral Map of the Province of Ontario is in preparation for publication towards the end of 1962. The scale will be 1 inch to 25 miles and the price will be $1.00 plus 3% Provincial Sales Tax. The previous edition of the Mineral Map was published in 1957 on the scale of 1 inch to 20 miles. A limited supply of the 1957 edition is still available and a copy will be sent free of charge, so far as the supply permits, to any teacher of geography who requests one. Requests should be directed to the Publications Office, Department of Mines, Parliament Bldg., Toronto 2.

6. The address of the St. Catharines Board of Education as shown on Form 31, Inspectors and Inspectorates, should be changed from 1120 Oakdale Avenue to 112 Oakdale Avenue.

G. A. Pearson

Toronto 2, October 5, 1962.

Superintendent of Elementary Education.

ONTARIO

DEPARTMENT OF EDUCATION

No.2(b) October, 1962.

MEMORANDUM TO THE INSPECTORS

Re: The Approval for Grant Purposes of Expenditure for New Accommodation

1. When final approval for legislative grant purposes is given to a board of trustees of a definite amount for the provision of new accommodation, the amount of final approval is based on the number of classrooms and the accommodation shown on the plans which have been approved for grant purposes.

2. Similarly the approvals of the Ontario Fire Marshal and the Department of Health are given on the understanding that the facilities provided are in strict accordance with the plans which have been approved.

3. Where, after final approval has been given, the board changes the plans so that the accommodation provided does not agree with the plans that have been approved for grant purposes, the approval for legislative grant purposes has been invalidated and the payment of legislative grant on the board's expenditure will be suspended until a new approval is obtained.

4. Each inspector is directed to advise boards of trustees of the provisions of this Memorandum and to advise the Department of any case of a board altering plans after final approval has been granted or of not providing in its building the accommodation which it undertook to provide in its agreement with the Department.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, October 5, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 2 (a), September, 1962.

MEMORANDUM TO THE INSPECTORS

Re: Section 95 - The Schools Administration Act

1. Section 95 of The Schools Administration Act provides that no inspector, trustee or teacher may act as agent for or promote the sale of books or maps.

2. The inspectors are directed to draw to the attention of all principals and teachers the exact wording of this Section. Particular care should be taken to draw it to the attention of any teacher who may be interested in the promotion of text-books or library books. It is important that such teachers be impressed that the provisions of Section 95 of The Schools Administration Act must be complied with.

3. In view of the facts stated above, inspectors are advised that they should not encourage, or take part in, any plan for the sale of books to elementary-school pupils.

4. The co-operation of inspectors in this matter is essential as the validity of the certificate of qualification of an inspector or teacher is endangered where the inspector or teacher does not comply with the Acts and Regulations.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, September 13, 1962.

ONTARIO
DEPARTMENT OF EDUCATION

SUGGESTIONS AND INFORMATION FOR PUBLIC AND SEPARATE SCHOOL INSPECTORS

1

JUNIOR RED CROSS

The Junior Red Cross Advisory Committee has by separate memorandum expressed its appreciation to the inspectors for their encouragement of the enrolment of elementary-school classes in Junior Red Cross and for their encouragement of the active participation of boys and girls in the work of this organization. Your attention is directed to the activities of the Junior Red Cross during the past year, which were described in some detail in the memorandum sent to the inspectors by the Advisory Committee.

The Department encourages Junior Red Cross as an in-school activity and inspectors are asked to give this organization their wholehearted support and to encourage teachers to enrol their classes so that the work may continue. The enrolment forms should be sent to the Director of Junior Red Cross, 460 Jarvis St., Toronto 5.

2

RELIGIOUS EDUCATION

Subsection (17) of Section 35 of Regulation 81 of Revised Regulations of Ontario 1960, requires the inspector to bring to the attention of the board of trustees in his inspectorate each year the regulations relating to religious exercises and Religious Education in the public schools.

Under the regulations covering Religious Education (see pages 5, 6 and 7 of the "Regulations and Programme for Religious Education in the Public Schools") provision is made in subsection (5) for exemption from the teaching of this subject where an application, submitting reasons, is forwarded to the Department. Under this clause a small number of exemptions was given for the school year 1961-62. Inspectors are asked to advise boards that if exemption is to be continued, a further application must be made for the school year 1962-63. If this has not already been done, the matter should be attended to at once.

Individual teachers should not send requests to the Department for the Teachers' Guides to Religious Education. These Guides are not stocked by the Department of Education for general distribution. They may be obtained from the Ryerson Press, 299 Queen St. West, Toronto 1. The list price of these books is $1.35 each for Guides for Grades 1 to 7 and $1.50 for the Grade 8 Guide. Where new classrooms are being operated, the Guides will be provided by the Department on the recommendation of the inspector. Teachers and principals should be advised to make their requests to the inspector and not direct to the Department.

Where by resolution of a school board, Religious Education in the schools is given by clergymen, it has been the practice of the Department to provide Teachers' Guides for the use of the clergymen, who may make their requests to the local inspector.

Inspectors are asked also to advise teachers of the selected Bible Readings available for their use. Pages 36 to 70 of the "Regulations and Programme for Religious Education in the Public Schools" contain a suggested list of Daily Bible Readings based on the lessons in the Teachers' Guides for Religious Education for Grades 1 to 6. A pamphlet, "List of Bible Readings for Schools", is available from the Department of Education. The readings on pages 22 to 30 of this pamphlet were specially selected for use in Grades 7 and 8.

3

THE TEACHERS' REFERENCE LIBRARY

The Department of Education, through the Provincial Library Service Branch, offers the teachers of rural public and separate schools an up-to-date library service with emphasis on reference material to be used in a modern curriculum. The books in the catalogue represent the most recent professional literature in education. They are available on loan under the conditions set out in the catalogue. It is hoped that this reference collection will be widely used and that it will prove a valuable aid to teachers. The catalogue has been revised and copies are available on application to Provincial Library Service, Department of Education, 278 Davenport Road, Toronto. The inspector is asked to bring this information to the attention of the rural teachers in his inspectorate and to encourage them to make maximum use of the books available.

4

FALL CONFERENCES

The inspectors are asked to send to this office, not later than October 19, suggested topics for discussion for the administrative portion of the programme for the inspectors' meeting on the first day of the fall conferences of Inspectors and Teachers' College Staffs at the Teachers' Colleges on the dates given in the memorandum of May 22, 1962.

The suggestions should be sent under the heading "Suggested Topics for the meeting of Inspectors at the .... Conference of Inspectors and Teachers' College Staff."

Please ensure that the name of the group conference is designated and that the suggestions are sent on plain paper and are not signed.

5

FAMILY ALLOWANCES AND SCHOOL ATTENDANCE

The Regional Director of Family Allowances Division, Department of National Health and Welfare, 25 St. Clair Ave. East, Toronto, appreciates the co-operation of the Department of Education, its inspectors, and the principals, teachers, and school attendance officers in reporting the issuance of permits and the unlawful absence of pupils. A letter and a copy of Form 128, "Information Regarding Family Allowances and School Attendance", is being sent to each inspector by the Regional Director. You will note that report forms are available from the Family Allowances Division.

The procedure for notifying the Family Allowances Division is as follows:

(a) Unlawful Absence:

Cases which are causing concern are reported by the principal or school attendance officer to the inspector, who adds his recommendation before submitting the form to the Regional Director.

(b) Employment Certificates and Home Permits:

The issuance of employment certificates and home permits is reported to the Regional Director by the school attendance officer.

Inspectors should take full advantage of the facilities offered by the Family Allowances Division, and should encourage principals, teachers, and school attendance officers to do the same.

6

TRUSTEE ASSOCIATIONS

An act to incorporate the Ontario School Trustees' Council was passed at the 1953 session of the Legislature. This Council consists of representatives of the following associations:

1. The Associated High School Boards of the Province of Ontario.
2. L'Association des Commissaires des Ecoles Bilingues d'Ontario.
3. The Ontario School Trustees' and Ratepayers' Association.
4. Ontario Separate School Trustees' Association.
5. The Public School Trustees' Association of Ontario.
6. Ontario Urban and Rural School Trustees' Association.
7. Northern Ontario Public and Secondary School Trustees' Association.

The Ontario Trustees' Council provides a medium of communicating to the Department and to the Ontario Teachers' Federation the considered views of the member associations on educational and administrative matters within the jurisdiction of school trustees, and of mutual concern to the member associations. The interest that boards of trustees have in promoting and advancing the cause of education in Ontario is strengthened and given positive direction when individual boards become members of an association which can carry these aims to the Ontario Trustees' Council.

The inspectors are requested to bring to the attention of each board of trustees the value of belonging to one of the associations, and to urge each board which does not belong to one to join the trustee organization of its choice.

The Regulations for General Legislative Grants, 1962, provide that the fee paid for membership in the Ontario School Trustees' Council and the fee paid for membership in one member association of the Ontario School Trustees' Council may be included in approved cost for grant purposes.

7

ONTARIO HYDRO TELEVISION PROGRAMMES

The Ontario Hydro-Electric Power Commission is making available a series of thirty-six telecasts on biographies of world famous persons, to fourteen Ontario television stations, in the evenings during the fall and winter. The telecasts are one-half hour in length and deal with such figures as Edison, Gandhi, Hitler, Byrd, DeGaulle, Lindbergh and Mussolini. Some of these telecasts may prove useful to students of Grades 7 and 8, and might be recommended to these students. The attention of teachers of history and science at these grade levels might be drawn to the series. They should be advised to consult their local TV stations for details of the telecasts.

8

EXAMINATION, ELEMENTARY-SCHOOL INSPECTOR'S CERTIFICATES

The written examination for this certificate will be held on Monday morning, February 25, 1963. The oral examination will be held during the period February 18 to March 8, 1963. As this schedule is earlier than the schedule which has been in effect for several years, the inspectors are asked to bring this information to the attention of any teachers who may be concerned. An application for the examinations should be forwarded to the Deputy Minister of Education not later than February 1, 1963.

9

PUBLICATIONS REGARDING SAFETY

Inspectors are asked to advise school boards and principals that published material on safety which may be used in the schools should have the approval of the Safety Division of the Department of Transport.

10

SAFETY OF PUPILS

Section 21 of Regulation 81, Elementary Schools, provides that every pupil shall be responsible to the principal for his conduct on the school premises. It would appear reasonable for a parent to assume that when his child has reached school he will be under the direction and control of the principal until such time as he is dismissed and leaves the school premises.

A pupil who normally remains at school for his lunch period would appear to be responsible to the principal during this period. If such pupil leaves the school premises at noon hour it would seem that he should have the authority of his parent in writing, for presentation to his principal, who would otherwise insist that he remain on the school premises.

The Department is concerned with the need for constant teaching of safety and not only for the legal responsibility there may be when accidents happen.

With the opening of a new school term inspectors are asked to make special reference to the need for teaching safety rules, in an early memorandum to principals and teachers.

11

REQUESTS FOR INFORMATION AND MATERIAL

Many requests are received from pupils who write directly to the Department for information on a wide range of topics, and for maps, pictures, booklets and other materials for projects of various kinds.

Inspectors are asked to advise school principals that none of the Departments of the Government has facilities to meet such requests and that they should be discouraged. Materials which are regularly supplied by any Department should be requested by teachers when required for classroom use.

12

INSPECTION REPORTS TO SCHOOL BOARDS

It is sometimes necessary for the inspector, in his report to a board of trustees, to make comments regarding the unsatisfactory work of a teacher. In each case, the inspector is directed to discuss the matter frankly with the teacher in order that he or she may know clearly that such report is being made, and the reasons therefor. It is suggested that the inspector's copies of reports to boards be kept on file in his office, and that any teacher be permitted to see those portions of them which refer to the work of the teacher concerned.

13

WARRANTS

Inspectors are reminded that Section 69 (1) of The Public Schools Act requires that payment by the council of the municipality of a local levy be made to the boards concerned on the warrant of the inspector. Section 45 (f) of The Separate Schools Act requires that all sums to be collected from the supporters of the separate schools under the control of boards shall be paid to the boards concerned on the warrant of the inspector. Form G58, available from the Department, may be used for this purpose.

14

INSURANCE OF SCHOOL BUILDINGS AND EQUIPMENT

Where the Annual Financial Report indicates that a board has not insured its buildings and equipment adequately, inspectors are requested to bring this important matter to the attention of the board concerned.

15

TERMINATION OF AGREEMENTS BETWEEN TEACHERS AND BOARDS

When a board desires to terminate a contract with a permanent teacher, it is required to give the teacher in writing the reason or reasons for the termination of the contract. The inspector is directed to bring this requirement to the attention of school boards regularly, and to remind them of the requirement regarding the dates of such notification.

16

TEACHERS' MEETINGS

The same ruling will apply for the school year 1962-63 as has been in effect for several years past. It will be in order for the inspector to call a meeting of his teachers in one or more groups, using one school day in the year for the meeting. It is suggested that the provincial and local officials of the Ontario Teachers' Federation be permitted to use some time to bring matters of interest to the attention of the teachers, if they so desire.

17

TESTIMONIALS FOR TEACHERS

Inspectors should not give written testimonials to teachers. When a teacher asks for a written testimonial, the inspector should state that he will be pleased to give the information to the school inspector concerned.

18

UNITED NATIONS DAY, OCTOBER 24

The General Assembly of the United Nations has designated October 24 as United Nations Day, a day for making the aims and activities of the United Nations better known to the peoples of the world. It has been said that the UN represents man's best hope for a peaceful and co-operative world.

The observance of United Nations Day by the pupils in the junior and intermediate divisions of the elementary schools might well include reference to the many achievements of the United Nations in the last seventeen years, the basic aims of the organization, the responsibilities of Canadians as citizens in a member nation, and the hopes that the United Nations Organization holds for the future.

19

UNICEF—UNITED NATIONS INTERNATIONAL CHILDREN'S EMERGENCY FUND

UNICEF (United Nations International Children's Emergency Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children.

This is being brought to your attention with the clear understanding that this programme is not in any way to be introduced into Ontario schools without the consent of the school boards concerned.

20

ENGAGEMENT OF OCCASIONAL TEACHERS

The attention of inspectors is directed to Section 30 of Regulation 81, Elementary Schools. Where an unqualified teacher is to be engaged for a period exceeding two weeks, the board of trustees should obtain a Letter of Permission in the usual way.

21

PAYMENT OF OCCASIONAL TEACHERS

From time to time this office, or the Superannuation office, hears of a situation where a teacher has been permitted to pay his own substitute. Teachers and boards should be reminded that there is no provision for that procedure in the Acts and Regulations. Every teacher in the schools, whether permanent, probationary, or occasional, must be engaged by the board and paid by it. Each teacher is entitled to the superannuation credit only for the period for which he receives his proper salary.

The unauthorized practice mentioned can have a serious effect upon pensions. Occasionally a teacher retires under the impression that he has credit for the full 35 or 40 years, as the case may be, only to find that, because of incorrect handling of his substitute's pay, his service falls short of that required for a full pension. Similarly, where a substitute teacher has not been paid properly by the board, he may find that he lacks superannuation credit to which he is entitled.

Boards should be reminded that deductions for superannuation must be made from the salary of an occasional teacher for all periods of employment no matter how short, and reported on the annual return to the Superannuation Commission. These superannuation contributions are repayable to the occasional teacher when he stops teaching, on the request of the occasional teacher if the service is for fewer than twenty days, or on the filing of a completed refund application form if the service is for twenty days or more.

22

ONTARIO SCHOOL RECORD CARDS

Since the introduction of the Ontario School Record Card system, the policy has been established that where a pupil transfers from one publicly supported school to another publicly supported school, the pupil's O.S.R. Card is forwarded by first class mail to the principal of the new school, on his request. It is essential that the original card be kept in the last school under public administration that the student has attended. Where a pupil transfers to a private school, such information as may assist in the pupil's progress through school may be made available to the principal of the private school, including an approximate duplicate of the original O.S.R. However the original O.S.R. card is to be kept in the last school under public administration attended by the pupil.

23

CORRESPONDENCE WITH THE DEPARTMENT

The attention of inspectors, particularly those recently appointed, is directed to the fact that in all letters addressed to the Department only one topic should receive consideration in any one letter. This provision is necessary to ensure that filing for reference purposes may be properly completed in the Department. It is quite permissible that more than one letter be enclosed and mailed to the Department in one envelope. When reference is made to a school included in a larger unit of administration, it should be referred to as part of that larger unit, eg., No. .... School, ... Township School Area.

24

CLOSING OF SCHOOLS WITH LOW ENROLMENT

When a school is closed, or when a closed school is reopened, the inspector is asked to report at once to the Department the exact date of closing or reopening.

25

REPORTING ACCIDENTS

The inspector is asked to report promptly to the Department details of any accident which involves a vehicle which is transporting school pupils. The report should include the following information:

(1) the type of vehicle or vehicles;

(2) whether the vehicle or vehicles were privately operated or were operated under contract by a public or separate school board or other school boards;

(3) a list of the names of pupils who were in the vehicles;

(4) a description of the injuries received and a statement as to where and by whom such pupils were given medical attention;

(5) the extent of any property damage;

(6) the names and addresses of the owners and the drivers of the vehicles;

(7) the weather and road conditions at the time of the accident; and,

(8) a diagram showing the location of the accident, the vehicles involved, and the directions of travel.

26

TEACHERS' RECORD CARDS

Inspectors are reminded that the Record Card for each teacher who is no longer engaged in teaching is to be forwarded to the Department. Requests from other inspectors for Record Cards for teachers who have not taught for some time, often cannot be filled because the cards have not been sent to the Department.

27

DEGREES AND ADDRESSES OF INSPECTORS

The latest information in the Department regarding the degrees held by inspectors and the office address of each inspector is shown in the publication, Inspectors and Inspectorates, September, 1962. If any inspectors have been granted degrees which are not included in this list, it would be appreciated if they would forward this information to the Department so that the records may be brought up to date. Any change in office address or telephone number of an inspector should be reported to the Department in a separate letter dealing with that subject.

28

MONTHLY PERSONAL ATTENDANCE REPORTS

These reports are to be made out, signed by the individual concerned, and forwarded to the Superintendent of Business Administration promptly at the end of each month. The standard form is to be used, except that the central columnar portion need not be completed. The word "week," where it appears in the form, is to be altered to "month." Absence from duty for illness, vacation ,or special leave, is to be so indicated on the form. Absence from one's usual location while engaged in the business of the Department does not constitute absence from duty. In all cases of absence, it is essential that the first and last dates of absence be clearly indicated. During the summer when an inspector may be absent from his office on vacation or teaching summer school at the end of a month, the report for the month in question is to be forwarded at the usual time.

29

EXPENSE ACCOUNTS

Public Service Inspectors are reminded that expense accounts of separate school inspectors and inspectors working in the territorial districts should be submitted on the 15th of the month. In other cases, the accounts should be submitted at the end of the month. Those who submit accounts on the 15th of the month will understand that each year they must submit an account for the period March 16 to 31 at the end of March (the close of the fiscal year).

30

LETTERS OF PERMISSION

Teachers from Europe who wish to obtain Ontario teaching certificates are interviewed by the Special Committee of the Department for assessment of their academic standing and their use of the English language. Inspectors are instructed, therefore, not to recommend that a Letter of Permission be issued in favour of any person from a country other than Canada where English is not the native tongue, until that person has met the Special Committee and has been passed by it. Where such person's academic standing has been assessed by the Department as equivalent to that required for admission to Teachers' College, and the inspector indicates that the person's use of English is reasonably proficient, that person will be requested to appear before the Special Committee in Toronto and his return railway coach (or bus) fare from his place of residence in Ontario, in excess of $5.00, will be paid by the Department.

Form 699, Application for a Letter of Permission, is to be used for each application for a board to engage an unqualified teacher. If the person to be engaged is an unqualified teacher of a special subject, the name of the special subject should be typed on the form. Please note that the provisions of Section 11, X-Ray: 1, October 1956, Memorandum to All Employees of School Boards, apply to the engagement of unqualified teachers.

Inspectors are advised that a Letter of Permission will not be issued to a board of trustees to engage as teacher any person who has been unable to qualify for a teaching certificate after the required period of teaching on the authority of a Letter of Standing, or for a person who cannot qualify for a permanent certificate after experience teaching on an interim certificate.

31

LETTERS OF PERMISSION FOR PRINCIPALS

A Letter of Permission is required for the employment of any elementary-school principal who is in charge of a school with an enrolment of 300 or more pupils and whose qualifications do not meet the requirements stated in Section 7 of Regulation 81, Elementary Schools.

It is necessary for Letters of Permission to be secured for the employment of the following:

(1) A principal who did not hold the qualifications required for the position he held last year and who occupies the same position this year, if he has not now completed the required qualifications.

(2) A principal not holding a Bachelor of Arts Degree from an Ontario University or a degree deemed equivalent thereto, and a Permanent First Class or a Permanent Elementary-School Teacher's Certificate who has been this year appointed principal of a school with an enrolment of 300 or more pupils.

(3) A principal not holding the qualifications stated in 2 above who was principal of a school with an enrolment of fewer than 300 last year but which has increased to 300 or more pupils.

Applications for Letters of Permission for the employment of unqualified principals and teachers should be submitted to the Department by the school inspector concerned at the earliest date possible. If this is not done, no guarantee can be given that the requested Letters of Permission will be granted.

32

NEW FORMS

From time to time it is necessary for the Department to revise the forms that are used by the inspectors in applications and reports, and to issue new forms for new procedures. When forms are revised it is usual for the Department to send a sample to each inspector. It is suggested that when an inspector receives a new form or a revised form, he should requisition for an adequate supply of the new forms and destroy immediately all his copies of forms which have become obsolete.

33

TERMINATION OF SUSPENSION OF CERTIFICATES

Interim First No. 32210/52 .... held by Ruth E. Chartrand
Permanent First No. 74630/55 .... held by Ruth E. Chartrand
Interim Elementary Arts and Crafts No. 43656/54 .... held by Ruth E. Chartrand
Permanent Primary Methods Pt. I No. E61/2983/61 .... held by Ruth E. Chartrand

Permanent First Class No. 60956/46 .... held by Mrs. Lucinda I. Leon

34

CERTIFICATES SUSPENDED

Interim Elementary-School Teacher's No. 1006/59 .... held by James Alexander

Interim Second, No. 38026/52 .... held by Donald Lorne Armstrong
Interim First, No. 33370/52 .... held by Donald Lorne Armstrong
Permanent First, No. 74932/55 .... held by Donald Lorne Armstrong
Interim Elementary Physical Education,
Type B, No. 43239/53 .... held by Donald Lorne Armstrong

Permanent Elementary-School Teacher's No. 3645/60/62 .... held by Vincent L. Boady
Elementary Art No. E61/164 .... held by Vincent L. Boady
Temporary No. 526/57 .... held by Vincent L. Boady

Interim Elementary-School Teacher's No. 1690/59 .... held by William C. Denison
Permanent Elementary-School Teacher's No. 1690/59/61 .... held by William C. Denison

Permanent Elementary-School Teacher's No. 2817/58/61 .... held by William Young Fleming
Elementary Art No. E59/270 .... held by William Young Fleming
Vocal Music, Elementary Type B, No. E61/1981 .... held by William Young Fleming

Interim Elementary-School Teacher's No. 293/59 .... held by Lawrence Fletcher

Interim Second No. 37079/51 .... held by Norma Leeming
Interim First No. 33114/52 .... held by Norma Leeming
Permanent First No. 72641/54 .... held by Norma Leeming
Elementary Art No. E-61/524 .... held by Norma Leeming
Primary Methods No. E-58/1879 .... held by Norma Leeming

Interim First No. 2029/55 .... held by Gladys E. McKinnon
Permanent First No. 2029/55/57 .... held by Gladys E. McKinnon
Primary Methods Part II .... held by Gladys E. McKinnon

Permanent Second No. 279/57/59 .... held by Catherine Owchar

Elementary School Teacher's No. 2585/59 .... held by Mrs. Shirley Temple
Teaching English as a second language No. E59/3708 .... held by Mrs. Shirley Temple

Temporary No. 488/60 .... held by Dwight Wadel

Permanent First No. 233/57/59 .... held by Harry Webb
Elementary Physical and Health Education, Type B, No. E59/1963 .... held by Harry Webb
Intermediate Physical and Health Education, Type B, No. IN. 60/715 .... held by Harry Webb
Specialist Cert. as Teacher of the Deaf, No. SP. 60/180 .... held by Harry Webb

35

CERTIFICATES CANCELLED

Elementary-School Teacher's No. 2512/59 .... held by Harvey James Howey

Elementary Vocal Music, Type B, No. E59/1697 .... held by William Mark Nelligan
Intermediate Vocal Music, Type B, No. IN. 60/490 .... held by William Mark Nelligan
Supervisor's Vocal Music, No. Sup. 162/61 .... held by William Mark Nelligan

Interim First Class No. 52/58 .... held by James J. Smart

G. A. Pearson
Superintendent of Elementary Education

Toronto 2, September 4, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(t), September, 1962.

MEMORANDUM TO THE INSPECTORS:

Re: Valid Teaching Certificates.

1. It is the duty of the inspector to ensure that each teacher engaged in his inspectorate is legally qualified for the position he holds. Accordingly the teaching certificate of each teacher should be examined by the inspector before the teacher first begins his duties or within a few days thereafter. The statement re **Invalid** Certificates, issued annually, should be referred to during the inspector's examination of certificates of teachers who are new to the inspectorate.

2. Circular 614(a), dated December 18, 1958, gives in detail the procedure to be followed when application is made for a permanent teaching certificate. An interim certificate which has not been extended or exchanged for a permanent certificate, is not valid for any period beyond the period indicated on the certificate.

3. A teacher who has found it impossible to complete two years of required teaching experience before the interim certificate became invalid should write to the Deputy Minister setting forth the situation, enclosing the interim certificate, and requesting consideration of an extension of the certificate. The teacher is not qualified to teach until the interim certificate has been extended.

G A Pearson

Superintendent of Elementary Education.

Toronto 2, September 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(r), September, 1962.

MEMORANDUM TO THE INSPECTORS:

1. Re: Ontario Hydro Film Catalogue.

Several copies of the Ontario Hydro 16 mm. Film Catalogue are enclosed.

It is suggested that so far as the supply permits, a copy be sent to each school which is equipped to use films and which may be interested in receiving the films which are available.

Further copies of the Catalogue are not available from the Department.

2. Re: Tax notices from school boards in territory without municipal organization.

A number of absentee landlords, who have received tax notices from school boards in territory without municipal organization, have reported that the tax collector has not given his return address. The inspectors are asked to bring this to the attention of the secretaries of such school boards.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, September 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1(s), September, 1962.

MEMORANDUM TO THE INSPECTORS:

Re: Teachers' Record Cards.

1. Each inspector is asked to examine, as soon as possible, the teachers' record cards now located in his office, and to retain the cards of those teachers who are actually employed by the boards in the inspectorate in which he is in charge and the cards for those teachers who may reasonably be expected to teach on an occasional basis during the present school year.

2. It is expected that the record card of a teacher who has moved to another inspectorate will be forwarded promptly to the inspector concerned if there is no doubt of the teacher's destination, or when the other inspector requests it.

3. Any other record cards are to be forwarded to the Department.

4. The inspectors are asked to start a record card for a beginning teacher as soon as she commences teaching. As soon as an experienced teacher commences duty in a different inspectorate, the teacher's record card should be requested from the previous inspector.

5. A teacher's record card is not to be sent out of the Province if a teacher should secure employment elsewhere. In such case this fact should be noted on the next unused line and the card should be forwarded to the Department.

6. A summary list should be kept of all record cards sent from an inspector's office.

7. A request to the Department for the record card of a teacher who has returned to the profession after an absence should include the number of the teacher's certificate. If the teacher is a married woman, her maiden name must be given.

8. It is essential that every effort be made to find the original record card for a teacher, so that duplicate cards need not be prepared. In the very few instances where it is necessary to prepare a duplicate card, all the relevant information should be secured from the teacher and transcribed to the card. An indication should be made on the card that the information has been obtained directly from the teacher.

9. In each case where an inspector after a real effort is unable to secure a record card for a teacher who has had previous experience in Ontario, the inspector is asked to report directly to this office giving the information obtained from the teacher of her past experience. An effort will be made by this office to follow up such information in order to locate the original card.

G. A. Pearson

Superintendent of Elementary Education.

Toronto 2, September 10, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS AND TEACHERS' COLLEGE STAFFS

Re: Northern Ontario Conferences of Inspectors and Teachers' College Staffs, 1962-63

Following are the dates selected for the conferences of Inspectors and Teachers' College Staffs at the two Teachers' Colleges in Northern Ontario:

Wed., Thurs., and Fri., Jan. 16, 17, 18, 1963 - Lakehead

Wed., Thurs., and Fri., Jan. 30, 31, Feb. 1, 1963 - North Bay

As this will be the first regional conference to be held at the Lakehead Teachers' College, it is necessary to divide the area formerly served by the North Bay Conference. The inspectors whose offices are west of the line from Sault Ste. Marie to Hearst will attend the Lakehead Conference. The inspectors whose offices are in Sault Ste. Marie and in Hearst and east, will continue to attend the North Bay Conference.

On the morning of the first day of each conference, the inspectors and Teachers' College Staff will meet separately. Beginning on the afternoon of the first day the two groups will meet together.

The programme for the morning and afternoon of the first day will be planned entirely by the officials of the Department. Representatives of the Curriculum Branch will accept responsibility for the programme on the afternoon of the first day at each of the two conferences. That Branch will prepare in advance and send to each member of each conference preliminary material relating to AIMS OF EDUCATION IN ONTARIO FOR THE 1960'S. This material will serve as a basis for presentation by representatives of the Curriculum Branch.

The programme for the remainder of the conference will be planned entirely by the executive of the conference concerned. Each executive may wish to organize the second day by the establishment of discussion groups to build on the presentations of the first afternoon. However, the executive will make its own decision on this matter. It will be appreciated if each secretary will forward to each of the undersigned six copies of the programme planned by the local executive, several days ahead of the conference date.

C.A. Mustard
Superintendent of Teacher Education.

G.A. Pearson
Superintendent of Elementary Education.

Toronto 2, August 24, 1962.

Form 31-1,100-62-2203

DEPARTMENT OF EDUCATION

PUBLIC AND SEPARATE SCHOOL

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Waterloo No. 2 and Wellington No. 4	S. D. Oakes, B.A., B.Ed.	741 King St. W., Kitchener
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Wentworth No. 1	J. K. Evans, B.A., B.Paed. Miss M. Taylor, B.A., M.Ed.	Court House, Hamilton
York No. 1	E. M. Dunn, B.A., B.Paed.	225 Cedar St., Newmarket
York No. 2	D. D. Adams, B.A.	225 Cedar St., Newmarket
York No. 3	M. Hallman, B.A., B.Paed.	18 Yonge St. N., Richmond Hill
York No. 4	W. J. McLeod, B.A., B.Paed.	18 Yonge St. N., Richmond Hill

PUBLIC SCHOOL INSPECTORS — DISTRICTS

INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Algoma No. 1	H. G. McTaggart, B.A., B.Ed. G. A. Snider, B.A., B.Ed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Algoma No. 3	F. H. Wilkinson, B.A., M.Ed.	Suite 18, Plaza Bldg., Elliot Lake
Algoma No. 11	*J. R. Potvin, B.A.	49 Manitoba Rd., Elliot Lake
Cochrane No. 1	W. D. A. McCuaig, B.A., B.Ed.	Cochrane
Cochrane No. 2, Algoma No. 2 and Sudbury No. 5	J. A. Clatworthy, B.A., B.Ed.	91 Pine St. S., Timmins
Cochrane No. 11	*L. J. J. Gauthier, B.A.	189 Railway St., Cochrane
Cochrane No. 12	*J. L. Duchesneau, B.A., B.Ed.	249 Algonquin Blvd. E., Timmins
Kenora No. 1	C. G. M. Smith, B.A., B.Paed.	Box 660, Kenora
Kenora No. 2	L. E. Maki, B.A., M.Ed.	Dryden
Manitoulin No. 1 and Sudbury No. 3	S. Geiger, B.A.	Gore Bay
Muskoka No. 1, Nipissing No. 3 and Parry Sound No. 2	R. S. Claus, B.A., M.Ed.	Huntsville
Muskoka No. 3	W. F. Hammell, B.A., B.Paed.	Bracebridge
Nipissing No. 2, Parry Sound No. 1 and City of North Bay	J. W. Trusler, B.A., M.Ed.	108 Main St. E., North Bay
Nipissing No. 11	*C. J. Lamarche, B.A.	49 Queen St., Sturgeon Falls
Nipissing No. 12	*F. A. Moreau, B.A., B.Paed.	269 Main St. W., Box 91, North Bay
Parry Sound No. 3 and Muskoka No. 2	B. H. Gorrill, B.A., M.Ed.	Court House, Parry Sound
Rainy River No. 1	P. C. Anderson, B.A., M.Ed.	Box 366, Fort Frances
Sudbury No. 1 and Algoma No. 4	C. E. Butcher, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 2	G. F. Ross, B.A., B.Ed.	172 Elm St. W., Sudbury
Sudbury No. 4 and Nipissing No. 1	A. J. MacLean, B.A., M.Ed.	172 Elm St. W., Sudbury
Sudbury No. 13	*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury No. 14	*J. G. Lefebvre, B.A.	49 Queen St., Sturgeon Falls
Temiskaming No. 1 and Cochrane No. 3	J. F. Lawless, B.A., M.Ed.	Box 607, Kirkland Lake
Temiskaming No. 2	M. C. Napper, B.A.	Haileybury
Thunder Bay No. 1	R. R. Steele, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 2	J. S. Lowcock, B.A., B.Paed.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 3	W. J. Judd, B.A.	101 News Chronicle Bldg., Waters St., Port Arthur
Thunder Bay No. 4 and Rainy River No. 2	J. A. Martin, B.A., M.Ed.	101 News Chronicle Bldg., Waters St., Port Arthur

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Alexandria Division	*J. A. A. Deschamps, B.A.	Alexandria
Barrie Division	*F. J. Macdonald, B.A., M.Ed.	39 Collier St., Barrie
Belle River Division	*F. Y. L. Lacroix, B.A., M.Ed	Box 317, Belle River
Belleville Division	E. J. Neville, B.A.	Belleville Plaza, 470 Dundas St. E., Belleville
Brantford Division	L. L. Begley, B.A.	109 Darling St., Brantford
Brockville Division	J. L. Jordan, B.A.	Equity Building, Brockville
Burlington Division	J. D. Hogan, B.A., B.Paed.	2075 Lakeshore Rd., Burlington
Chatham Division	J. J. Burger, B.A.	35 East Market Square, Chatham
Cochrane Division	*L. J. J. Gauthier, B.A.	189 Railway St., Cochrane
Cornwall Division No. 1	J. R. Lalonde, B.A., B.Paed.	3A Third St. W., Cornwall
Cornwall Division No. 2	R. J. Bergin, B.A.	3A Third St. W., Cornwall
Cornwall Division No. 3	J. D. Bougie, B.A., B.Paed.	3A Third St. W., Cornwall
Elliot Lake Division	*J. R. Potvin, B.A.	49 Manitoba Rd., Elliot Lake
Essex Division	G. D. Dwyer, B.A., B.Ed.	16 Wilson Ave., Essex
Guelph Division	F. H. Hogle, B.A., B.Paed.	95 Norfolk St., Guelph
Haileybury Division	L. L. Charette, B.A.	Haileybury
Hamilton Division	F. P. Cunningham, B.A., M.Ed. W. M. McRae, B.A.	Chedoke P.O., 579 Upper James St., Hamilton
Hawkesbury Division	*G. C. Filion, B.A., M.Ed.	Hawkesbury
Hearst Division	M. J. Jacques, B.A.	Hearst
Kapuskasing Division	A. Joubert, B.A., B.Paed.	3 Byng St., Kapuskasing

ROMAN CATHOLIC SEPARATE SCHOOL INSPECTORS (Continued)

R.C.S.S. INSPECTORATE	NAME OF INSPECTOR	ADDRESS
Kingston Division	C. P. Matthews, B.A., B.Paed.	1082 Princess St., Kingston
Kitchener Division No. 1	L. J. Langan, B.A. J. R. Sweeney, B.A.	741 King St. W., Kitchener
Kitchener Division No. 2	D. F. Dineen, B.A., B.Ed.	741 King St. W., Kitchener
London Division No. 1	K. J. Regan, B.A.	389 Queens Ave., London
London Division No. 2	E. L. Ennis, B.A., B.Ed.	389 Queens Ave., London
Niagara Falls Division	D. J. Lefebvre, B.A., B.Com.	1257 Victoria Ave., Niagara Falls
North Bay Division No. 1	*F. A. Moreau, B.A., B.Paed.	269 Main St. W., Box 91, North Bay
North Bay Division No. 2	R. M. Surtees, B.A., B.Ed.	108 Main St. E., North Bay
Oshawa Division	E. J. Finan, B.A.	110 Green St., Whitby
Ottawa Division No. 1	R. Millette, M.A., B.Paed., Ph.D.	258 St. Andrew St., Ottawa
Ottawa Division No. 2	F. J. McDonald, M.A., B.Paed., Ph.D.	309 Somerset St. W., Ottawa
Ottawa Division No. 3	A. Gascon, M.A., B.Paed., Ph.D.	Suite 304, 428 Rideau St., Ottawa
Ottawa Division No. 4	Miss D. H. M. Dunn, M.A., B.Paed.	Builders' Exchange Building, 196 Bronson Ave., Ottawa
Ottawa Division No. 5	L. Carriere, M.A., D.Paed.	807 Bank St., Ottawa
Ottawa Division No. 6	L. J. Dupuis, M.A., B.Com., M.Ed.	Builders' Exchange Building, 196 Bronson Ave., Ottawa
Ottawa Division No. 7	P. E. Piche, B.A., B.Paed.	258 St. Andrew St., Ottawa
Ottawa Division No. 8	H. W. Cyr, M.A., B.Paed.	314 McArthur Blvd., Ottawa
Ottawa Division No. 9	L. Desjarlais, M.A., B.Paed., Ph.D.	258 St. Andrew St., Ottawa
Pembroke Division	V. A. J. Reid, B.A.	Pembroke
Peterborough Division	B. E. Nelligan, B.A., M.Ed.	103½ Royal Bank Bldg., Peterborough
Plantagenet Division	*J. Lapensee, B.A.	Plantagenet
Port Arthur Division No. 1	J. F. Leonard, M.A.	101 News Chronicle Bldg., Waters St., Port Arthur
Port Arthur Division No. 2	G. S. O'Brien, B.A.	101 News Chronicle Bldg., Waters St., Port Arthur
Renfrew Division	J. T. Anderson, B.A.	Renfrew
Rockland Division	*H. E. Dubois, B.A.	Rockland
St. Catharines Division	J. P. Skehin, B. A., M.Ed.	50 Church St., St. Catharines
Sarnia Division	J. J. Burger, B.A.	203½ North Vidal St., Sarnia
Sault Ste. Marie Division No. 1	F. R. Mills, B.A., B.Paed.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Sault Ste. Marie Division No. 2	S. J. Charbonneau, B.A.	Ontario Govt. Bldg., Albert St. E., Sault Ste. Marie
Stratford Division	W. H. Bulger, B.A.	229 Delamere Ave., Stratford
Sturgeon Falls Division No. 1	*C. J. Lamarche, B.A.	49 Queen St., Sturgeon Falls
Sturgeon Falls Division No. 2	*J. G. Lefebvre, B.A.	49 Queen St., Sturgeon Falls
Sudbury Division No. 1	J. E. O. Tremblay, B.A.	172 Elm St. W., Sudbury
Sudbury Division No. 2	G. A. Dube, B.A., B.Ph.	172 Elm St. W., Sudbury
Sudbury Division No. 3	*J. O. Pelletier, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury Division No. 4	B. A. Hoy, B.A., B.Paed.	172 Elm St. W., Sudbury
Sudbury Division No. 5	R. T. Vincer, B.A.	172 Elm St. W., Sudbury
Timmins Division No. 1	*J. L. Duchesneau, B.A., M.Ed.	249 Algonquin Blvd. E., Timmins
Timmins Division No. 2	L. S. Power, B.A.	81 Cedar St. S., Timmins
Toronto Division No. 1	J. C. Doyle, B.A., B.Paed.	9 Longwood Dr., Don Mills
Toronto Division No. 2	T. S. Melady, M.A.	42 Lynngrove Ave., Toronto 18
Toronto Division No. 3	Miss R. Lynch, B.A., B.Paed.	358 Quebec Ave., Toronto 9
Toronto Division No. 4	F. J. Hodge, B.A., B.Paed.	5592 Yonge St., Suite 37, Willowdale
Toronto Division No. 5	W. A. Hayden, M.A.	86 Lyndhurst Ave., Toronto 4
Toronto Division No. 6	*J. G. Beaulieu, B.A., B.Ed.	717 Pape Ave., Toronto 6
Toronto Division No. 7	F. A. McDonell, B.A.	59 Rumsey Road, Toronto 17
Toronto Division No. 8	J. Lavin, B.A.	6 Heatherglen Rd., Rexdale
Toronto Division No. 9	F. M. Weiss, B.A.	5592 Yonge St., Suite 37, Willowdale
Toronto Division No. 10	F. B. Allore, B.A., B.Ed.	51 Moore Park Ave., Willowdale
Toronto Division No. 11	F. J. McAllister, B.A.	5592 Yonge St., Suite 37, Willowdale
Welland Division	A. Kuska, B.A.	Welland Plaza, Fitch St., at Prince Charles Dr., Welland
Windsor Division No. 1	A. M. McNamara, B.A.	707 Tuscarora St., Windsor
Windsor Division No. 2	R. J. Desmarais, B.A., B.Paed.	707 Tuscarora St., Windsor
Windsor Division No. 3	J. F. Johnston, B.A., M.Ed.	707 Tuscarora St., Windsor
Windsor Division No. 4	F. J. Ryan, B.A.	707 Tuscarora St., Windsor

*—This Inspector inspects both Public and Separate Schools

ONTARIO

DEPARTMENT OF EDUCATION

No.1 (p), August, 1962.

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS

1. Vacancies

Each inspector is asked to report to this office by Friday, September 21, the number of vacancies still existing in his inspectorate.

2. Information for Ontario Teachers' Federation

Each inspector is requested to send to Miss Nora Hodgins, B.A., Secretary-Treasurer, Ontario Teachers' Federation, 1260 Bay Street, Toronto 5, as soon as possible, a list in duplicate giving the following information for each teacher in his inspectorate:

(1) Name
(Please indicate each beginning teacher with an "X")
(2) Address
(3) School
(4) Salary.

It will not be necessary for the inspector to provide the secretaries of the affiliated bodies of the Federation with such lists, as Miss Hodgins will transmit one of the lists sent to her to the secretary of the affiliated body concerned.

3. Information for Canadian Text-Book Publishers' Institute

Each inspector is also requested to send to Mrs. Ruth A. Cole, Secretary, 60 St. Clair Avenue West, Suite 5, Toronto 7, for the use of the Canadian Text-Book Publishers' Institute, one copy of the list which he is sending to Miss Hodgins.

G.A.Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, August 31, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO THE INSPECTORS

It is essential that our record of inspectors' addresses and telephone numbers be kept up to date. Therefore, it will be appreciated, if you will complete the form below and return it to me as soon as convenient.

Name of Inspector...
(With University degrees)

Address to which mail should be sent...............................

....

Home address of Inspector..

Office Telephone Number..
(Write name of exchange in full, where applicable)

Home Telephone Number..
(Write name of exchange in full, where applicable)

G.A. Pearson

Superintendent of Elementary Education.

Toronto 2, August 31, 1962.

N.B. If either telephone number is not yet known, please complete the form as far as possible and return it now. The additional information may be forwarded in a separate letter, as soon as it is available.

ONTARIO

No.1 (c) June, 1962.

DEPARTMENT OF EDUCATION

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Public School Inspectorates

The following changes will be made in public school inspectorates, effective August 1, 1962:

1. There will be established a new inspectorate to be known as Carleton No.4, with office at Ottawa. Russell No.1 will be removed from the inspectorate of Carleton No.1 and Russell No.1 and added to the inspectorate of Carleton No.4, renaming the inspectorate Carleton No.4 and Russell No.1.

2. There will be transferred from Carleton No.1 to Carleton No.4 and Russell No.1:
   Township of Osgoode,
   Town of Eastview.

3. There will be transferred from Carleton No.3 to Carleton No.4 and Russell No.1:
   Township of North Gower.

4. There will be transferred from Carleton No.3 to Carleton No.1:
   Rockcliffe Airport School,
   Village of Rockcliffe Park.

5. Pickering T.S.A. No.2 will be removed from the inspectorate of Ontario No.4 and established as a municipal inspectorate to be known as Ontario No.5.

6. There will be transferred from Ontario No.2 to Ontario No.4:
   Town of Ajax.

7. Saltfleet T.S.A. No.2 will be removed from the inspectorate of Wentworth No.1 and established as a municipal inspectorate to be known as Wentworth No.4.

8. Sandwich West T.S.A. "A" will be removed from the inspectorate of Essex No.1 and established as a municipal inspectorate to be known as Essex No.5.

9. There will be transferred from Essex No.2 to Essex No.1:
   Townships of Anderdon and Malden,
   Town of Amherstburg.

10. There will be transferred from Essex No.3 to Essex No.1:
    Town of Leamington.

11. Cochrane No.11 will be transferred to the inspector in charge of Cochrane Separate School Division.

12. There will be established a new inspectorate to be known as Sudbury No.14. The inspector for Sturgeon Falls Separate School Division No.2 will be in charge of Sudbury No.14.

13. There will be transferred from Sudbury No.13 to Sudbury No.14:
    Townships of Appleby, Awrey, Bigwood, Delamere, Falconer, Hagar, Henry, Hoskins, Loughrin, Martland and Scollard.

G.A.Pearson
Superintendent of Elementary Education.

Toronto 2, June 29, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No.1(1) May, 1962.

MEMORANDUM TO ELEMENTARY SCHOOL INSPECTORS

Re: Changes in Separate School Inspectorates

A. The following changes will be made in English separate school inspectorates, effective August 1, 1962:

1. There will be established a new inspectorate to be known as Sudbury Division No.5.

2. There will be transferred from Sudbury Division No.4 to Sudbury Division No.5:
   Townships of Awrey, Blezard, Broder, Capreol, Denison, Dill,
   Dryden, Garson, George, Graham, Hanmer, Hagar,
   Loughlin, Rayside, Rutherford,
   Towns of Capreol, Chelmsford, Coniston, Little Current,
   Inspection of Indian classrooms at Birch Island, Buzwah,
   Kaboni, Lakeview, Murray Hill, Rabbit Island,
   Sheshegwaning, West Bay, Wikwemikong.

3. There will be transferred from Sault Ste. Marie Division No.2 to Sudbury Division No.5:
   Township of Chapleau,
   Town of Espanola.

4. There will be established a new inspectorate to be known as Brockville Division.

5. There will be transferred from Ottawa Division No.6 to Brockville Division:
   Villages of Lanark, Richmond,
   Towns of Carleton Place, Smith's Falls.

6. There will be transferred from Cornwall Division No.2 to Brockville Division:
   Townships of Augusta, Edwardsburg, Oxford,
   Town of Prescott,
   City of Brockville.

7. There will be transferred from Kingston Division to Brockville Division:
   Townships of Burgess North, Crosby, Kitley,
   Town of Gananoque.

8. There will be transferred from Ottawa Division No.2 to Ottawa Division No.6 the following schools:
   Corpus Christi, St. Patrick.

9. There will be transferred from Ottawa Division No.4 to Ottawa Division No.6 the following schools:
   Our Lady of Perpetual Help, Immaculata.

10. There will be established a new inspectorate to be known as Toronto Division No.10.

11. There will be transferred from Toronto Division No.1 to Toronto Division No.10 the following schools:
    St. Brigid, St. Paul (Boys), St. Ann.

12. There will be transferred from Toronto Division No.3 to Toronto Division No.10 the following schools:
    Blessed Sacrament, Holy Rosary, Our Lady of Perpetual Help, St. Martin, St. Monica.

13. There will be transferred from Toronto Division No.7 to Toronto Division No.10 the following schools:
    St. Bonaventure, St. Gabriel, St. Edward, St. Cyril, Blessed Trinity.

14. There will be established a new inspectorate to be known as Toronto Division No.11.

15. There will be transferred from Burlington Division to Toronto Division No.4:
    Town of Georgetown.

16. There will be transferred from Barrie Division to Toronto Division No.4:
    Township of Adjala,
    Town of Alliston.

17. There will be transferred from Toronto Division No.9 to Toronto Division No.4:
    Townships of King, Markham, West Gwillimbury,
    Town of Bradford.

18. There will be transferred from Toronto Division No.4 to Toronto Division No.11:
    Townships of Etobicoke, Toronto (with exception of R.C.S.S. No.21 Toronto),
    Town of Port Credit.

19. There will be transferred from Toronto Division No.9 to Toronto Division No.11:
    Town of Mimico.

20. There will be transferred from Haileybury Division to North Bay Division No.2:
    Town of Latchford.

21. There will be established a new inspectorate to be known as Essex Division.

22. There will be transferred from Windsor Division No.4 to Essex Division:
    Townships of Anderdon, Colchester North, Gosfield North, Gosfield South,
    Maidstone, Malden, Mersea, Rochester, Sandwich South,
    Village of Belle River,
    Towns of Amherstburg, Essex, Harrow, Kingsville, Leamington.

23. There will be transferred from Windsor Division No.3 to Windsor Division No.4:
    Village of St. Clair Beach,
    Town of Riverside.

24. There will be transferred from Windsor Division No.1 to Windsor Division No.3 the following schools:
    St. Genevieve, St. Charles.

25. There will be transferred from Rockland Division to Cornwall Division No.2:
    Supervision of the English-speaking class of R.C.S.S. No.2 Russell.

26. There will be transferred from Port Arthur Division No.2 to Hearst Division:
    Supervision of the French-speaking classes of the Improvement District
    of Manitouwadge Separate.

B. The following changes will be made in Bilingual separate school inspectorates, effective August 1, 1962:

1. There will be established a new inspectorate to be known as Cochrane Division.

2. There will be transferred from Timmins Division No.1 to Cochrane Division:
    Townships of Black River, Calvert, Playfair,
    Town of Iroquois Falls.

3. There will be transferred from Kapuskasing Division to Cochrane Division:
    Townships of Brower, Calder, Clute, Glackmeyer, Lamarche, Newmarket, Pyne, Fox,
    Town of Cochrane.

4. There will be established a new inspectorate to be known as Ottawa Division No.9.

5. There will be transferred from Ottawa Division No.1 to Ottawa Division No.9:
    St. Dominique School (Grades 9 and 10 only).

6. There will be transferred from Ottawa Division No.7 to Ottawa Division No.9 the following schools:
    St. Bonaventure
    Ste-Croix
    Ste-Jeanne d'Arc
    St-Leonard

7. There will be transferred from Ottawa Division No.8 to Ottawa Division No.9 the following schools:
    Academie-de-La-Salle
    Jeanne Mance
    Lycee
    Mont St-Joseph
    Notre-Dame du Bon Conseil
    Notre-Dame (Gloucester)
    Notre-Dame de Lourdes
    Notre-Dame des Victoires
    Rideau Street Convent
    Sacre-Coeur (Ottawa East)
    St-Conrad (Grades 9 and 10 only)
    Seminaire St-Jean Vianney
    Universite d'Ottawa

8. There will be transferred from Ottawa Division No.7 to Ottawa Division No.8 the following schools:
    Marguerite Bourgeois
    De la Nativite
    Notre-Dame du Mont-Carmel
    Notre-Dame de la Presentation
    St-Laurent
    Saint-Thomas d'Aquin

9. There will be transferred from Ottawa Division No.5 to Ottawa Division No.8:
    Townships of Rolph, Stafford and Westmeath (bilingual classes only),
    Town of Pembroke (bilingual classes only).

10. There will be transferred from Ottawa Division No.1 to Ottawa Division No.7 the following schools:
    Guigues, Routhier.

11. There will be transferred from Ottawa Division No.8 to Ottawa Division No.7 the following schools:
    Garneau, St-Pierre.

12. There will be transferred from Ottawa Division No.7 to Ottawa Division No.1 the following schools:
    Christ-Roi, Ste-Famille, St-Gerard.

13. There will be transferred from Ottawa Division No.8 to Ottawa Division No.1 the following schools:
    Notre-Dame des Anges
    St-Francois
    St-Conrad (less Grades 9 and 10)

14. The present Sturgeon Falls Division will be renamed Sturgeon Falls Division No.1.

15. There will be established a new inspectorate to be known as Sturgeon Falls Division No.2.

16. There will be transferred from Sturgeon Falls Division No.1 to Sturgeon Falls Division No.2:
Townships of Appleby, Casimir, Cherriman, Dunnet, Hugel,
part of Kirkpatrick (R.C.S.S. Nos. 1 and 3 only), Loudon,
MacPherson.

17. There will be transferred from Sudbury Division No.3 to Sturgeon Falls Division No.2:
Townships of Awrey, Bigwood, Cosby, Davis, Delamere, Dryden, Hagar, Henry,
Henvey, Loughrin, Mason, Martland, Scollard.

18. There will be transferred from Sudbury Division No.2 to Sudbury Division No.3:
Townships of Garson, MacLennan, Norman,
Town of Capreol.

19. There will be transferred from Sudbury Division No.2 to Sudbury Division No.3:
C.R.C.S.S. Blezard, Hanmer and Rayside.

20. There will be transferred from Sudbury Division No.2 to Sturgeon Falls Division No.2:
Town of Coniston.

G.A. Pearson

. . . .
Superintendent of Elementary Education.

Toronto 2, May 28, 1962.

ONTARIO

DEPARTMENT OF EDUCATION

No. 1 (m) May, 1962

MEMORANDUM TO ELEMENTARY-SCHOOL INSPECTORS:

Re: Elementary-School Libraries:

This is to advise you that approval for purposes of legislative grant will be given, up to a maximum expenditure of $20,000.00, for the provision of a library in a school of twelve or more classrooms.

The minimum requirements in connection with such approval are as follows:

It is preferred that the library be located in a quiet, central position. The total minimum library area is 1,150 square feet, with a minimum of 350 square feet of this area to be used for a workroom with sink, and for a reference room with storage facilities. The floor surface is to be of resilient material and the acoustic treatment of walls and ceiling is desirable. Minimum light intensity on the tables should be thirty foot-candles and there should be two convenience outlets in the library proper and one each in the workroom and the reference room. In addition to the provision of eight-inch library shelving to a height of six feet, where possible, there should also be at least ten linear feet of twelve-inch library shelving to a height of six feet and ten linear feet of magazine rack.

Furniture should include long movable tables and chairs to accommodate thirty-five pupils, a library charging desk, a book truck, a teacher's desk and filing cabinets. A library, as distinct from a library-classroom, is not regarded as carrying a class load.

G. A. Pearson

. . . .
Superintendent of Elementary Education.

TORONTO 2, May 28, 1962.

NAME

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